

Annual Interim Performance Report Requirements

NOTE: Be sure to review the Reporting Requirements section of your award document for specific details on the submission of all reports.

Annual interim performance (performance) reports are used to track project performance and inform OSM staff, the Regional Advisory Councils, Federal Subsistence Board and Technical Review Committee on project progress. They are also used to assess funding of multi-year projects. A performance report is a short concise report specifying accomplishments for each project objective (see example on page 3). In addition to addressing progress on project objectives, the report should also include a discussion of any problems that have occurred that may affect the ability of the investigator(s) to meet the objectives.

Performance reports must be submitted for each active project. An active project is one for which final deliverables have not yet been accepted. For studies being conducted by two or more investigators, the principal investigator is responsible for combining the information, including budget summaries, from all co-investigators into a single performance report.

A performance report must be submitted annually. For awards longer than one year, the annual interim reporting period is determined by the performance start date. The performance report is due 90 calendar days after the annual period end date. See Table 1 below.

Table 1: Schedule for Annual Interim Performance Reports		
Award Performance Start Date	Annual Interim Report Period End Date	Annual Interim Performance Report Due Date(90 calendar days after report period end date)
January 1	December 31	March 31
January 2 – March 31	March 31	June 29
April 1	March 31	June 29
April 2 – June 30	June 30	September 28
July 1	June 30	September 28
July 2 – September 30	September 30	December 29
October 1	September 30	December 29
October 2 – December 31	December 31	March 31

Submit the report in Microsoft Word format to fisheries_resource_monitoring@fws.gov.

The following pages provide instructions for writing and formatting the performance report.

Annual Interim Performance Report XXXX (YEAR)

Title: (Same title shown on investigation plan)

Project Number: _ _ _ _ _ (Five digit number assigned to investigation plan)

Investigator(s) Information: (Names, affiliations, email addresses, and phone numbers)

1. **Project Objectives and Results** *(Required)*

Provide a short description of the progress made in achieving each objective listed in the investigation plan. Also, discuss any problems that have been encountered that may affect the ability of the investigator(s) to meet the project objectives, and include the seasonal summary of the data in tabular form.

2. **Consultations and Capacity Development** *(Required)*

Provide a list of any consultations made or scheduled with other organizations and discuss progress made toward building expertise of Alaska Native and rural organizations. Include names of contacts, the number of local residents hired, number of outreach activities completed, achievements made and problems encountered. Provide descriptions of any changes that have occurred from what was originally proposed in the investigation plan.

3. **Methods** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any problems concerning methods or procedures that were encountered and how they were resolved. Include a short statement of any changes that were made. Any issues should have been previously identified by submission of a Significant Development Report.

4. **Schedule** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any scheduling issues and how they were addressed. Include a listing of any changes that were made, along with original and new dates. Any issues should have been previously identified by submission of a Significant Development Report.

5. **Staffing** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any staffing problems that were encountered and how they were resolved. Include a short statement of any changes that were made. Any issues should have been previously identified by submission of a Significant Development Report.

6. **Budget** *(Required)*

Provide a short description of any budget problems that were encountered and how they were resolved. Include a short statement of any changes that were made to the budget. If the final balance is anticipated to be different from zero, please provide an explanation. Include a budget summary for funding received from the Office of Subsistence Management. If the investigator receives all funding and passes funding to co-investigators through sub-awards, the investigator should submit one compiled budget summary. If each investigator received funding directly from the Office of Subsistence

Management, the Principal Investigator should report each budget component separately (see the following example). Any issues should have been previously identified by submission of a Significant Development Report.