

Significant Development Report Requirement

A significant development report documents events or changes that impact the project. These reports are a Federal requirement and allow Office of Subsistence Management staff to properly administer the funding agreement. Timely submission of significant development reports enables staff to be proactive and assist principal investigators in addressing issues. Failure to inform staff of significant developments may adversely affect the future funding of the project and could lead to a poor performance rating for the investigator on future proposal submissions. The investigator must submit a significant development report for prior approval when:

1. problems, delays, or adverse conditions occur that impair meeting the project objectives. Include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation;
2. there is a budgetary change, including a request to extend the period of availability of funds;
3. the project investigator(s) changes; or
4. a delay is anticipated for submitting any required report or other deliverable.

If requesting additional funds or to extend the period of availability of funds, include a revised SF424A Budget Information sheet to reflect the corrected funding outlay.

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