

## Annual Report Guidance for DOE Laboratories

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**General Information:** The following provides guidelines for the preparation of Environmental Management Science Program (EMSP) research award Annual Reports. The Annual Report fulfills two purposes.

- Serves as the annual project progress reports required by the Department of Energy and posted on the EMSP web site.
- Used to compile various EMSP reports and information products about the program.

Each research award team (which may include several institutions) must submit an Annual Report. Principal investigators for projects for which the lead institution is a National Laboratory submit in response to this Guidance. Principal investigators for projects for which the lead institution is other than a National Laboratory submit according to the guidance for reporting for their grant or interagency agreement. This reporting requirement does not supersede any other reporting requirement included in the original funding document.

**Report Submission:** Annual Reports should be submitted through the web form at <https://emsp.osti.gov>. Enter the five digit project ID number to access the project record. Review the project information and make any necessary changes, then upload the Annual Report file.

**General Format Requirements:** The following minimum requirements are necessary to provide standardization and readability:

- Preferred formats are Microsoft Word (.doc), WordPerfect (.wpd) or Adobe Portable Document Format (.pdf).
- All graphics and images should be embedded in the file.
- The report must be written in English.
- Annual Reports average 2-3 pages in length.
- The Department reserves the right to request a hard copy of the report. Hard copies must have 1-inch margins on all sides (except for page numbers).

- Acronyms, special symbols and notations, and jargon should be used only where essential and should be clearly defined.

**Content and Format of Annual Reports:** The information in the Annual Report may be copied where appropriate from the most recent annual Field Work Proposal (FWP) submitted for the project. The Annual Report should include these sections:

1. **Research Objective:** A concise statement of the objective of the project, including the problem being addressed, scientific goals, and the potential relevance of the project in solving the problem.
2. **Research Progress and Implications:** Begin with an “as of” statement (e.g., this report summarizes work after 1 year of a 3 year project). Then, summarize what has been accomplished to date. This section should also identify any specific implications of the results to the existing base of scientific knowledge and/or other DOE/EM activities. Note any results that might be immediately usable by the Department.
3. **Planned Activities:** A short description of future activities with an approximate timeline.
4. **Information Access:** List publications and any other access to results (e.g., Web pages).
5. **Optional Additional Information:** The web form at <https://emsp.osti.gov> provides for upload of additional research award text and graphics beyond the Annual Report if the Principal Investigator chooses to submit additional information. This information will be posted on the EMSP web site.
6. **Optional Proprietary Information:** Researchers may also provide proprietary information, which will be available to the Department, but not posted on the web. Please indicate if information is proprietary.

Questions concerning the content of Annual Reports should be addressed to Roland Hirsch at (301) 903-9009.