

Instructions

This form must be submitted with your Completion Report. New York Sea Grant will use this information for reporting to the NYS DEC and the Marine and Coastal District Research Board. This form contains tips to help you to write the narrative, which is visible by hovering the cursor over the box where you will enter information. Your response for sections 3-6 is limited to 300 words.

Project Leader or PI	
Institution or Organization	
Address (Street, City, Zip)	
Telephone	
Email	

Co-Project Leader or Co-PI	
Institution or Organization	
Address (Street, City, Zip)	
Telephone	
Email	

1. Project Title

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2. Write one sentence that speaks to the values and priorities that best represents this work.

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3. Why was this project or work necessary?

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4. What actions were taken to address the problem, need, or issues identified, above?

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5. What happened as a result of this project or work?

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6. Stakeholder Summary

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7. Partners – Use the space provided to list relevant project partners, identify co-funders, if applicable

Organization	Co-funder or Partner

8. Performance Measures

Include measurable impacts i.e., quantitative data, whenever possible. When this is not possible, quotations from key stakeholders is a powerful tool, and your report is enhanced when measurement data are supplemented by qualitative indicators such as participant evaluation comments and testimonials. Please record quantitative data in section a) and qualitative data in section b).

a) Quantitative Performance Measurements

Select all applicable	Description	Measurement
	<ul style="list-style-type: none"> Number of attendees or beneficiaries 	
	<ul style="list-style-type: none"> Number of stakeholders or individuals modifying their practice as a direct result of this projects (Note: This must be evaluated through a post project survey or other source) 	
	<ul style="list-style-type: none"> Number of people, including teachers/students, educated on critical topics, or showing skill development 	
	<ul style="list-style-type: none"> Number of products or materials created. Please include specific details i.e., fact sheets, website, social media posts, pod casts, You Tube videos, URLs, curriculum, etc., in the the Progress Report. 	
	<ul style="list-style-type: none"> Number of businesses retained or created 	
	<ul style="list-style-type: none"> Economic benefits in dollars/percentages/numbers of jobs created/retained, etc. 	
	<ul style="list-style-type: none"> Non-market benefits 	
	<ul style="list-style-type: none"> Acres of habitat restored 	
	<ul style="list-style-type: none"> Number of resource managers/users/municipalities/businesses using info/techniques presented in the project 	
	<ul style="list-style-type: none"> Best practices models developed by the project 	
	<ul style="list-style-type: none"> Increase in, or use of, hazard resiliency preparedness learned through the project 	

b) Qualitative Performance Measurements

Source			Quote, Testimony, Comment, etc.
Name	Organization/Affiliation	Date	

9. Pictorial

Provide any images/photographs of personnel at work, participating in the activity, in the field or laboratory, equipment begin used, field sites, organism(s) of the study or links to project webpage, etc. Submit images/photographs as stand-alone jpg files at least one high-res (300 dpi at 4x6) or large (at least 1MB) file that best illustrates your project. Use the space provided to write a caption and photo credit. **Signed Model Photo Release form must be submitted for photographs involving minors, to grant NYSG permission to use these images in publications.**

File Name (jpg format)	Owner/Photographer/ Date	Photo Model Release on File (Y/N)	Caption

Official Use - New York Sea Grant Focus Area

<i>Healthy New York Coastal Ecosystems and Habitats</i>	<i>New York Resilient Communities and Economies</i>
<i>Sustainable New York Fisheries and New York Seafood Businesses</i>	<i>Environmental Literacy and Workforce Development</i>