

## Guidance for Completing Your Performance Report

### Cover Page

#### Timing

PIs will complete their forms based on the past year of the agreement, as defined by the 12 months prior to the reporting period end date.

#### Data Review

PIs are responsible for confirming contact information and key populated data is accurate or adding in needed details, please double check all items.

#### Annual/Final Report

On the provided cover page, you will notice it is marked as either a FINAL or ANNUAL report, if this is not accurate please contact the NFO ([nfo@scabusa.org](mailto:nfo@scabusa.org)) right away. The following is the criteria:

- **FINAL** – You have completed the objectives of the agreement and have fully spent out all the funding. The agreement will be closed out once this final report is processed by USDA-ARS and the final financial report is received and shows \$0 remaining. (PIs are expected to fully spend out all the funds provided in their agreements by the end of their Period of Performance. Deobligated funds are returned to the U.S. general treasury, they are not able to be redirected to USDA-ARS. As a result, a deobligation of funds is not viewed favorably by USDA-ARS. All efforts should be made to fully spend out the funds before closing the agreement.)
- **ANNUAL** – You are still in the process of completing the objectives of your agreement and have received continuation funding or a No Cost Extension for the agreement.

#### Signature

PI signature is required for submission.

### Project-Specific Questions

The information provided in this section allows the USDA-ARS and USWBSI to assess whether satisfactory progress has been made during the reporting period. **NOTE:** For each of your projects, please limit the text of your overall response to these questions to no more than three pages using a 12-point font.

#### 1. What are the major goals or objectives of the project?

List the major goals or objectives of the project as stated in the project summary of your application. Generally, the goals will not change from one reporting period to the next. However, if the USDA-ARS approved changes to the goals during the reporting period, list the revised goals/objectives.

#### 2. What was accomplished under these goals or objectives? (For each major goal or objective, address items below.)

- What were the major activities?
- What were the significant results? Include major findings, developments, or conclusions (both positive and negative).
- List key outcomes or other achievements. Include a discussion of stated goals not met.

As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

#### 3. What opportunities for training and professional development has the project provided?

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. “Training” activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. “Professional development” activities result in increased knowledge or skill in one’s area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities. If the research is not intended to provide training and professional development

opportunities or there is nothing significant to report during this reporting period, state “Nothing to Report.”

**4. How have the results been disseminated to communities of interest?**

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**5. What do you plan to do during the next reporting period to accomplish goals?**

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives. If your term is ending, note “Not applicable, this is the final report for the agreement.”

**Publications, Conference Papers, and Presentations**

Only include citations for publications, papers, etc. submitted/accepted or presentations given during your specific award period. If you did not have any publications or presentations, check the respective box noting “Nothing to Report” on this page. NOTE: Directly below each reference/citation, **you must indicate** the Status (i.e. published, submitted, etc.) and whether acknowledgement of Federal support was indicated in publication/ presentation.

- **Journal publications.** List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

Identify for each publication: Author(s); title; journal; volume: year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).

- **Books or other non-periodical, one-time publications.** Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

Identify for each publication: Author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).

- **Other publications, conference papers and presentations.** Identify any other publications, germplasm/cultivar releases, conference paper/abstract, and/or presentations not reported above.

Identify for each publication or presentation: Author(s); title; type of publication (germplasm/cultivar release, conference paper/abstract, other) or presentation (Invited Talk, Extension Meeting/Tour, etc.); year (include month for presentations); status of publication (published; accepted, awaiting publication; submitted, other) or presentation (talk given or poster presented); acknowledgement of federal support (yes/no).

## Submission Form USWBSI Tracking Items

### **Training of Next Generation Scientists**

The USWBSI is compiling this information to assess its impact in training next generation scientists. This item in the submission form asks to indicate for any graduate student (MS, Ph.D.) or Post Doctorate fellows that were 'supported' in any part by USWBSI funds, if they graduated or went on to take a faculty position or jobs in industry. Only include graduate students that graduated and/or post docs that left to take a job during the award period. Additionally, a head count for the number of graduate students and post-docs working on your project(s) is also requested.

### **Release of Germplasm/Cultivars**

The USWBSI is compiling a list of FHB resistance varieties released with Federal support. In this section, list all germplasm and/or cultivars that were released during the award period with partial or full support of funding through the USWBSI. Be sure to include the full Variety Name, the Grain Class, FHB Resistance (S, MS, R, or MR) along with the Year (within award period) it was released.