

A. Preparing and submitting your final report

A narrative report should be submitted as a single pdf-format file. The report cover page must include the information shown on page 2. The report must be a coherent and carefully edited narrative, rather than a collection of “copy and paste” segments. It should refrain from general statements that are unsupported by specific information or evidence. If the report is not clear and comprehensive, or not carefully formatted it will not be accepted by the SC EPSCoR Office.

The report is expected to be written so that a reader can easily delineate what was done as a result of this award and not be confused with other research work (funded or not). This will ensure that proper credit is given to this award.

B. Report Sections

As a minimum, the report must contain the following sections.

Project Abstract - Provide one-page project abstract summarizing the research conducted and the key accomplishments achieved. The abstract should address how the research conducted and completed under this award advances knowledge and understanding in the field or across different fields, and how the work completed under this award benefits society or advances desired societal outcomes. Please do not simply copy and paste this information from the proposal.

Research Details - (A reasonable number of figures and tables may be included, as needed to assist in reporting). Use appropriate headings to address, at least, the following:

- a. A succinct summary of the relevant literature/previous work
- b. The research that was conducted including methods, procedures, and analysis of results
- c. Verification of results and comparison of results with other research work
- d. Contributions to ADAPT in SC (this is only for award related to ADAPT in SC)

Mentoring and Collaboration - Describe the mentoring and collaboration that took place during the **conduct** of the project. Include names of mentors/mentees and collaborators and the roles played by each person. Discuss the experiences gained. Explain the activities and actions taken by each collaborator to determine their level of engagement in the research.

Challenges - discuss any challenges encountered during the conduct of the award related to research, mentoring, collaboration, etc.

Conclusions - Provide a narrative summary conclusion of the project including those related to research, mentoring, and collaboration, etc.

List of References - Include the full citation for each reference used.

Appendix A – Products - List the products that were generated as part of this award, such as: research proposals, external funding received as a result of this award, publications, patent applications, presentations, theses/dissertations, etc. Use complete citations with the status of each product and include DOI numbers where appropriate.

Other Appendices as needed

C. Report Format

Use one-inch margins, single line spacing, and 11 or 12 font size. Number all pages, figures and tables.

Project Title

Authors and Affiliations

Final Report Prepared for

The South Carolina EPSCoR Program Award # _____

Award Start Date: _____ End Date: _____

Report Date _____