

Content for an NSF Annual Project Report

I. Participants:

1. What people have worked on the project (please note these are Harvard employees ie. inside the project, a distinction should be made between paid and unpaid effort).

<u>Participant name</u>	<u>Role</u>
	PI
	Senior Staff
	Technical staff
	Administrative staff
	Post Doc(s)
	Graduate Research Assistant(s)
	Undergraduate(s)
	Other Harvard

2. Are any other persons involved with the project?
 - a. List non-Harvard collaborators, subcontractors and/or consultants (ie. from other outside organizations) note: both formal and informal collaborators should be listed.

II. Activities and Findings:

1. Describe the major research and education activities of the project;
2. Describe the major findings resulting from these activities;
3. Describe the opportunities for training and development provided by your project;
4. Describe the outreach activities your project has undertaken.

III. Publications and Products:

1. Journal publications;
2. Book(s) and/or other one time publication;
3. Internet dissemination;
4. Other specific product;
 - a. Patent¹
 - b. Technical Know-how
 - c. Database
 - d. Physical collection
 - e. Educational aids.

¹ The report should not contain any *invention disclosures* that might adversely affect patent rights in a subject invention under the award.

IV. Contributions: describe the unique contributions and specific products of your project, include major accomplishments and innovations and the success of your project. Contributions within the Discipline: How have your findings, techniques you developed or extended, or other products from your project contributed to the principal disciplinary field(s) of the project?

1. The principal discipline of the project.
2. Other disciplines of science and engineering
3. The development of human resources
4. The physical, institutional, or informational resources that form the infrastructure for research and education; and
5. Other aspects of public welfare beyond science and engineering, such as commercial technology, economy, cost-efficient environmental protection, or solutions to social problems.

V. Special Requirements: provide evidence that you have complied with any special award terms. (These usually pertain to Cooperative Agreements).