

## 104 (b) and 104(g) Report Instructions

Please use these instructions for all project reports (interim and final).

1. In a separate file, include the substance of the report within the following sections:
  - a. Problem and Research Objectives
  - b. Methodology
  - c. Principal Findings and Significance (This section may be omitted in interim progress reports)

This file should include all tables, figures, references, etc. The total length should **not exceed 12 pages**. Please use Times New Roman 12pt font or equivalent.

### In a separate file provide

2. Basic project information—please indicate if any of the basic information on the first page of your project proposal has changed; for example, if you want to provide a new abstract or key words. (Title, Project Type, Start Date, End Date, Congressional District, Research Category, Focus Category #1, Focus Category #2, Focus Category #3, Keywords, Primary PI, Other PIs, Abstract)
3. Supplemental Information—Please list
  - a. Publications (use citation format instructions appended below)
  - b. Presentations
  - c. Information about students
    - i. Names, majors and status (undergrads, masters, PhDs, post docs); date of degree earned, if applicable;
    - ii. Conferences attended by students (include number of students attending)
    - iii. If a student has found professional employment, please supply name of organization (include internships and Post-Docs)
  - d. In addition, please describe
    - i. Awards or recognition, including student awards
    - ii. Patents or copyrights
    - iii. Any additional outreach activities associated with the project
  - e. Any other information that indicates the impact of the project (e.g., projects funded that follow up on or resulted from work on this project; requests for presentations or training by potential user organizations, interviews for news outlets)

### Laypersons Summary

In addition to the formal report and supplementary information, please provide a brief description of the work including purpose, results, and implications or connections to potential applications.

Also, please send any illustrations, including photographs (e.g. people doing field work), schematics, etc. that could be used in outreach materials describing water research to the interested public.

**Use these citation formats:**

Articles in Refereed Scientific Journals -- Author (first author; last name, first name; all others; first name, last name), Year, Title, Name of Journal, Volume (Number), Page Numbers.

Book Chapters -- Author (first author; last name, first name; all others: first name, last name), Year, Title of chapter, "in" Name(s) of Editor "ed.", Title of Book, City, State, Publisher, Page Numbers.

Dissertations -- Author (last name, first name), Year, Title, "MS (Ph.D.) Dissertation," Department, College, University, City, State, Number of Pages.

Water Resources Research Institute Reports -- Author (first author; last name, first name; all others: first name, last name), Year, Title, Name of WRRI, University, City, State, Number of Pages.

Conference Proceedings -- Author (first author; last name, first name; all others: first name, last name), Year, Title of Presentation, "in" Title of Proceedings, Publisher, City, State, Page Numbers.

Other Publications -- Author (first author; last name, first name; all others: first name, last name), Year, Title, other information sufficient to locate publications, Page Numbers (if in publication) or Number of Pages (if monograph).