

Proposed NCPN Agreement Accomplishment Reporting Outline

Note to NCPN Cooperators about Progress Reporting:

NCPN would like to seek this opportunity to convey important guidance about reporting and high profile conditions associated with your agreement. In Article 4 (c) of your cooperative agreement you will find a reporting requirement for semi-annual and final accomplishment reports. This Article of your agreement provides you with information on the requirement and frequency of accomplishment reports on activities outlined in your project work plan and associated financial plan.

Reports are generally requested semi-annually with a final report due not later than 90 days after your agreement expires or terminates. In cases where your agreement is extended, we request you continue to provide regular semi-annual reports with a final report as requested above. For cooperators participating in the National Clean Plant Network over multiple years, we advise you to maintain a semi-annual reporting format for the final report until the expiration of your concluding agreement.

Enclosed is a template for periodic accomplishment reports. We would like to suggest that you consider the suggested reporting format for use on all overdue, current, or future reports until such time as the format is adjusted and improved. If you use another format, we would like to suggest that it include crucial elements as suggested here. We recommend limiting length to two to four pages with mention of the most significant accomplishments, purchases, and challenges to meeting stated deliverables and timelines as listed in your work plan. We also request that you provide us with quantified deliverables as suggested in the attached chart (which may be modified or adjusted to meet your specific conditions).

Suggested Format

- 1. Cooperator Name and Institution (including PI Contact Information)**
- 2. Agreement Number**
- 3. Date Report Prepared**
- 4. Reporting Period and Quarter**
 - a. Indicate the reporting period (e.g. Quarterly report [if desired or requested] or Semi-Annual Report or Final Report)
- 5. Project Title**
- 6. A Brief Description of the Project Purpose and Goals**
- 7. Significant Program Accomplishments/Results for the Reporting Period**
 - a. A brief paragraph summarizing the essence of accomplishments during the reporting period
 - b. IMPORTANT: A comparison of actual accomplishments/results to deliverables as stated in the work plan and the financial plan
 - c. Substantial equipment purchases and cost
 - d. Substantial facilities improvement activities and cost (include photos if available)
 - e. *Other accomplishments*

8. Significant Program Challenges

- a. If delayed or deviated, explain why actual accomplishments/results do not meet expectations as stated in the work plan

9. Additional Pertinent Information

- a. Changes to work plan such as reprogramming of funds, changes in deliverables and timelines, additional funds, etc.
- b. Need no cost extensions arising during the Reporting Period including an explanation and associated specifics with the proposed extension

10. Budget Information

- a. Chart of budget activity during the reporting period including a listing of budget categories stated in the work plan / financial plan and actual expenditures against those categories during the reporting period
- b. If possible, link this information to the formal budget requests during the reporting period as submitted

11. **Select Clean Plant Deliverables supported by NCPN Funding ---** (Note – the chart may be adjusted as needed):

Actual Deliverables (Quantities/Numbers)	Qtr 1	Qtr2	Qtr 3	Qtr 4	Total for the Funding Period	Comments
Introductions/Selections						
Plant Introductions (New Accessions)	Public: ____ Total: ____					
Tissue Culture Selections Created	Public: ____ Total: ____					
Other						
Diagnostics						
Disease Testing (Number of tests)	ELISA Tests: ____ PCR Tests: ____ Herbacous Tests: ____ TOTALS: ____	ELISA Tests: ____ PCR Tests: ____ Herbacous Tests: ____ TOTALS: ____	ELISA Tests: ____ PCR Tests: ____ Herbacous Tests: ____ TOTALS: ____	ELISA Tests: ____ PCR Tests: ____ Herbacous Tests: ____ TOTALS: ____	ELISA Tests: ____ PCR Tests: ____ Herbacous Tests: ____ TOTALS: ____	
Indexing Activities (Numbers)	Buds: ____ Indicator Plants: ____ Selections: ____					
Field Diagnostics (Numbers)	Assays: ____					
Other						
Therapeutics						
Therapeutics Conducted	Heat Therapy # of Plants: ____ Other Therapies # of Plants: ____	Heat Therapy # of Plants: ____ Other Therapies # of Plants: ____	Heat Therapy # of Plants: ____ Other Therapies # of Plants: ____	Heat Therapy # of Plants: ____ Other Therapies # of Plants: ____	Heat Therapy # of Plants: ____ Other Therapies # of Plants: ____	
Other						
Foundations						
Material Planted in a Foundation Planting	Plants: ____ Accessions: ____					
Total Material Maintained in a Foundation Planting					Plants: Accessions:	
Other						
Public Release						
New Releases (Imported and Domestic Accessions)	Public: ____ Total: ____					
Clean Plant Units Distributed	Buds: ____ Cuttings: ____ Rootstocks: ____ Plants: ____					
Other						
Other Deliverables						
Name Deliverable						
Name Deliverable						