AquaFish CRSP
Subcontract Performance Reporting and Publishing Information
Orientation and Pre-Synthesis Meeting
May 22, 2007 Washington, DC

Performance Reporting
➢ Reports Required from PIs:
  • Quarterly Progress Reports for each project
    • Research Progress for each coded investigation
    • Personnel (includes changes)
    • Outreach and Collaborative Activities
    • Publication Updates
    • Additional Information, Comments

Performance Reporting
➢ Reports Required from PIs:
  • Quarterly Progress Reports for each project
    • Research Progress for each coded investigation
    • Personnel (includes changes)
    • Outreach and Collaborative Activities
    • Publication Updates
    • Additional Information, Comments
    • Trip Reports for international travel
    • Request for Changes to Implementation Plans
Performance Reporting

➤ Reports Required from PIs:
   • Quarterly Progress Reports for each project
   • Annual Performance Reports for each project
     - Research summaries for each investigation
     - Comparison of accomplishments to goals/objectives stated in Implementation Plans
     - Research compliance
     - Noncompliance with Implementation Plans
     - Reasons why established goals were not met

Performance Reporting

➤ Reports Required from PIs:
   • Quarterly Progress Reports for each project
   • Annual Performance Reports for each project
   • Final Technical Reports
     - Presentation of research (journal manuscript format) or study (report format) at the conclusion of each coded investigation

Performance Reporting

➤ Reports Required from PIs:
   • Quarterly Progress Reports for each project
   • Annual Performance Reports for each project
   • Final Technical Reports
   • Outreach Document
     • Technical manual
     • DVD
     • Tutorial
     • Web site
     • Series of brochures
Performance Reporting

➢ Reports Required from PIs:
  • Quarterly Progress Reports for each project
  • Annual Performance Reports for each project
  • Final Technical Reports
  • Outreach Document
  • Newsletter article relating success story or topic of special interest to CRSP participants

Performance Reporting

➢ Reports Required from PIs:
  • Quarterly Progress Reports for each project
  • Annual Performance Reports for each project
  • Final Technical Reports
  • Outreach Document
  • Newsletter article
  • Peer-Reviewed Publications

Performance Reporting

➢ Reports Required from PIs:
  • Quarterly Progress Reports for each project
  • Annual Performance Reports for each project
  • Final Technical Reports
  • Outreach Document
  • Newsletter article
  • Peer-Reviewed Publications
  • Final Administrative Report for each project
    • Results & Accomplishments
    • Lessons Learned, Future Challenges
    • Significance/Impact of Activities
    • Important Research Findings
    • Comments and Recommendations
Performance Reporting

- Reports Required from PIs
- Schedule for Reporting:
  - 2007  1 July - 30 Sept
  - 1 Oct - 31 Dec
  - 2008  1 Jan - 31 Mar
  - 1 Apr - 30 June
  - 1 Jul - 30 Sept
  - 1 Oct - 31 Dec
  - 2009  1 Jan - 31 Mar
  - 1 Apr - 30 June
  - 1 Jul - 30 Sept

Performance Reporting

- Reports Required from PIs
- Schedule for Reporting:
  - 2007  1 July - 30 Sept
  - 1 Oct - 31 Dec
  - 2008  1 Jan - 31 Mar
  - 1 Apr - 30 June
  - 1 Jul - 30 Sept
  - 1 Oct - 31 Dec
  - 2009  1 Jan - 31 Mar
  - 1 Apr - 30 June
  - 1 Jul - 30 Sept
- Other Reports:
  - Final Technical Reports are due at the end of each investigation.
  - Outreach deliverable and newsletter article are due once during your sub-award.
  - The Final Administrative Report is due at the end of your sub-award (projects may be extended).

Performance Reporting

- Reports Required from PIs
- Schedule for Reporting
- Format for Reporting:
  - Quarterly Reports: form sent electronically
  - All other reports/deliverables: doc sent electronically
  - aquafish@oregonstate.edu
Performance Reporting

- Reports Required from PIs
- Schedule for Reporting
- Format for Reporting:
  - Quarterly Reports: form sent electronically
  - All other reports/deliverables: doc sent electronically
  - aquafish@oregonstate.edu
- The aquafish.oregonstate.edu web site vision:
  - Web-based reporting system
  - Automatic reminders and download capabilities
  - Currently under development

Publishing Information

- Publishing Manuscripts
  - Request a CRSP accession number prior to submission of manuscript.
  - Credit CRSP, USAID, and participating universities in manuscript acknowledgements; include CRSP accession number.
  - This work resulted from joint efforts between (INSTITUTIONS) and the Aquafish Collaborative Research Support Program (CRSP) funded in part by the USAID for International Development (USAID) Grant #EPA-02-06-00012-00. The Aquafish CRSP accession number is [SPEOT]. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the Aquafish CRSP or USAID.
  - Notify CRSP of article publication date and send a copy of the article.
  - Article will be given a Research Report number and CRSP-wide notification of publication will be performed.

- Publishing Information
  - Publishing Manuscripts
  - Presenting CRSP Information
  - When CRSP-related activities/research are reported at scientific workshops, meetings, conferences, etc. credit to Aquafish CRSP, USAID, and participating universities must be included.

An appropriate disclaimer must be included. [see. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the Aquafish CRSP or the USAID for International Development]
Publishing Information

➢ Publishing Manuscripts
➢ Presenting CRSP Information
➢ Publishing Manuals
  ➢ All technical manuals require external peer review, editing, formatting/layout, and print time.
  ➢ USAID allows two-color or BW only for printed materials.
  ➢ Include individual .tif/.jpg files with all manuscript submissions.
  ➢ Remember to include LOGOS and disclaimers (USAID Branding & Marking Guidelines).

Reporting

➢ We'd like your input!
➢ Comments regarding
  ➢ quarterly reporting content?
  ➢ Trip reporting
  ➢ Request for changes to IP
  ➢ quarterly reporting format?
AquaFish CRSP is pleased to be working with you to fulfill our mission of enriching livelihoods and promoting health by cultivating international multidisciplinary partnerships that advance science, research, education, and outreach in aquatic resources. The following information is provided to assist you in preparing reporting documents required under AquaFish CRSP and USAID subcontract agreements.

Performance reporting under AquaFish CRSP is to take place on a quarterly, annual, or one-time basis for each funded project. Additional requirements include deliverables included in project Implementation Plans, and a final technical report to be submitted at the end of each investigation. Specific content required for each report is noted below, following USAID regulations [22 CFR § 226.51(d)] governing the CRSP Cooperative Agreement.

I. Quarterly Progress Reports update AquaFish PMO on the status of research and projects, publications, travel, and changes in personnel or Implementation Plans. The first quarterly report is due for each project no later than Sept. 30, 2007.
   A. Research Progress
   B. Personnel
   C. Outreach and Collaborative Activities
   D. Publications
   E. Trip Reports
   F. Miscellaneous
   G. Comments, Suggestions to PMO
   H. Request for Change to Implementation Plan

II. Annual Reports provide overall information on progress made toward benchmarks and result indicators of development impacts, summarizing activities, progress, results, trends, and problems under each project. Annual reports also include qualitative descriptions of success stories and achievements to illustrate applications of CRSP research (when possible).
   A. Comparison of actual accomplishments with goals and objectives established for the grant year (when possible, quantitative data compared to cost data for comparison of unit costs)
   B. Research updates for each investigation
   C. Reasons why established goals were not met, if appropriate
   D. Other pertinent information (including cost overruns)

III. A minimum of one Outreach Document (deliverable) is required for each subcontracted project during the duration of the award.

IV. A minimum of one program Newsletter Article will be provided to the AquaFish CRSP Publications Editor during the duration of the award relating successes or topics of special interest to CRSP participants.

Prepared by KEW 05.02.07
V. A **Final Technical Report** is due at the conclusion of each investigation. The final technical report may be in manuscript format for research investigations.

VI. The **Project-Level Final Administrative Report** submitted to the AquaFish CRSP includes information presented under Annual Report (see section II) requirements and supplemental close-out information in a summary designed to report results and impacts from each funded project by country, region, and theme (includes a final fiscal report).

A. Accomplishments
B. Description of Activities, Attainment of Results
C. Lessons Learned
D. Future Challenges and Opportunities
E. Impacts, Significance of Activities
F. Important Research Findings
G. Comments and Recommendations

In addition, projects are expected to publish in a number of established outlets including but not limited to the peer-reviewed literature, conference proceedings, trade journals, etc. AquaFish CRSP PMO and staff will provide guidance on acknowledgements and disclaimers; CRSP accession numbers for tracking outputs; internal review if needed; policies for USAID compliance with branding and marking; and other details. All CRSP publications must follow USAID Standard Provisions, USAID Branding and Marking Rules for the CRSP, USAID Partner Co-Branding Guide, AquaFish CRSP Publications Policy, and other rules and schedules as specified in sub-awards. A copy of USAID Branding and Marking provisions are attached.
USAID BRANDING AND MARKING

The CRSP will communicate research results, program activities, events, educational materials, and opportunities to a variety of audiences that range from policymakers, students, and seasoned aquatic resources researchers to host country governments, NGOs, extension agents, hatchery workers, and rural farmers. The CRSP will adhere to USAID branding and marking rules as described below.

Marking of Publications and Other AquaFish CRSP Outputs

All AquaFish CRSP outputs will carry the latest USAID identity alongside and of equal prominence as those of Oregon State University and the program itself. Due to the collaborative nature and input of the CRSP structure, output acknowledgments best resemble the USAID guidelines for co-supported organizations.

The AquaFish CRSP will adhere to guidelines governing co-branded publications as described in USAID ADS 320.3.3.1 and USAID Graphic Standards Manual sections 1.1 and 2.3. The latter shows the USAID logo in concert with and of equal vertical size as other organizational logos aligned along the bottom of a publication cover, with the USAID identity leftmost. Depending on the size and aesthetic considerations of the output in question, OSU will allow participants to place their branding/marking on the front, inside, or back cover of bound publications, however all applicable logos must appear together.

Additionally, for all outputs generated using CRSP-funded research (this includes publications, presentations, promotional materials, and conference and workshop materials produced by the Management Entity or our funded institutions in the US and Host Countries), the AquaFish CRSP will require the following considerations to be observed. These guidelines will appear as part of the AquaFish CRSP Policy and Procedures Manual as a Publication Policy and Requirements document, which will be made available to all principal program participants.

Logo Placement

Wherever possible, both the AquaFish CRSP and USAID will be acknowledged by prominent placement of their respective logos on the front, inside, or back cover of any AquaFish CRSP-related publication. When possible, the USAID identity should appear to the left of other co-branded logos, and all should share vertical alignment. Regarding size, the USAID logo is wider than the AquaFish CRSP logo, but the images should both be printed the same height.

High-resolution AquaFish CRSP and USAID logo files will be downloadable from the AquaFish CRSP website. Please note that the images will be in the TIFF format at high resolution to ensure a high-quality image, and may require resizing to fit each publication.

Source: AquaFish Cooperative Agreement and USAID ADS 320 – Branding and Marking
AquaFish CRSP Acknowledgment
The AquaFish CRSP should be acknowledged by: 1) Referring to the accession number and USAID grant number in the Acknowledgments section of any paper; and 2) Using the AquaFish CRSP and USAID logos where possible.

Examples of appropriate acknowledgments include:

* This work resulted from joint efforts between the [YOUR INSTITUTIONS] and the AquaFish Collaborative Research Support Program (CRSP) funded in part by USAID Grant No. EPP-A-00-06-00012-00. The AquaFish CRSP accession number is [SPECIFY]. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the AquaFish CRSP or the US Agency for International Development.

* This research is a component of the AquaFish Collaborative Research Support Program (CRSP), supported by USAID Grant No. EPP-A-00-06-00012-00 and by contributions from the participating institutions. The AquaFish CRSP accession number is [SPECIFY]. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the AquaFish CRSP or the US Agency for International Development.

* Financial support for this project comes mainly from USAID Grant No. EPP-A-00-06-00012-00 through the AquaFish Collaborative Research Support Program (CRSP). The AquaFish CRSP accession number is [SPECIFY]. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the AquaFish CRSP or the US Agency for International Development.

* Part of this paper was prepared with support from the AquaFish Collaborative Research Support Program (CRSP), funded by USAID Grant No. EPP-A-00-06-00012-00 and by contributions from the participating institutions. The AquaFish CRSP accession number is [SPECIFY]. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the AquaFish CRSP or the US Agency for International Development.

For brochures or other materials where space is limited, it is acceptable to include:

* The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the AquaFish CRSP or the US Agency for International Development.

Marking of Sites Funded by USAID
The AquaFish CRSP and its collaborators will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities with the USAID Identity.

Archival of Outputs to USAID
The AquaFish CRSP will provide the Cognizant Technical Officer and other designated USAID personnel with two copies of all program and communications materials produced with USAID funds. In addition, the AquaFish CRSP will submit one electronic or hard copy to USAID’s Development Experience Clearinghouse.

Source: AquaFish Cooperative Agreement and USAID ADS 320 – Branding and Marking