

## **REPORTING REQUIREMENTS FOR THE AQUACULTURE & FISHERIES CRSP**

“AQUAFISH CRSP” IS THE ACCEPTED PROGRAM NAME FOR “AQUACULTURE & FISHERIES CRSP”

Upon notification and acceptance of a project award, via Subcontract, each PI will receive a copy of the AquaFish CRSP Cooperative Agreement from USAID. The procedures and policies for reporting are primarily those that follow from the requirements set forth by USAID in the CRSP Cooperative Agreement. Applicants may consult that document under the RFP linkages on this website.

1. Financial Reporting for projects is in accordance with the terms of the sub-award from OSU. In general, the following information will be required: quarterly invoices will contain data on cost-share “earned” so that expenditures and cost-share can be monitored. Data will also be required quarterly on country-level expenditures; and training (short-term and long-term) expenditures. Other allocations and expenditures will also be monitored, and Principal Investigators will cooperate with the Management Entity in supplying requested data.

Schedule for quarterly reports: October 1, January 1, April 1, and July 1 for each quarter that the Subcontract is active. For prompt payment by UNIVERSITY, CONTRACTOR must provide the following information quarterly: invoice, cost-share statement, expenditures by country, expenditures related to training, and quarterly performance reports.

2. Second Allocation of Funds. Subcontracting PIs received notification of these conditions in the RFP and again at the May 2007 Orientation and Pre-Synthesis Meeting. Incremental funds will be awarded provided that:

a. MOUs are in place with all Host Country entities (see RFP website for example MOUs: <http://pdacrsp.oregonstate.edu/afcrsp/rfp/>)

**Memoranda of Understanding:** Upon award selection, the Lead Partner Institution will be required to enter into Memoranda of Understanding (MOUs) with institutions at Host Country sites. Subcontracting US institutions may also enter into MOUs with HC partners to strengthen institutional relationships and streamline administrative processes. MOUs between Host Country institutions are not discouraged but will not take the place of MOUs between US and Host Country institutions. MOUs must provide the opportunity for other CRSP projects to function under the authority of the agreement and must provide for joint authorship of reports and site visits at the discretion of the CRSP Management Entity. Draft MOUs must be submitted to the ME for review prior to execution. The ME will not approve or deny another institutions’ MOU.

b. Comprehensive Host Country Research Site Descriptions are on file

**AquaFish Host Country Collaborating Institutions:** Each Lead Project PI is required to prepare and submit full characterizations of Host Country research locations during project start-up. Full site characterizations should be sent to: [aquafish@oregonstate.edu](mailto:aquafish@oregonstate.edu). At the end of Attachment III are instructions for preparing the site descriptions.

3. Performance Reporting is in accordance with (a) the terms of each project’s work plan as it appears in the Subcontract, and (b) the requirements specified by USAID for impact reporting (for example, training data must be disaggregated by gender). The following reports will be required at the very *minimum*:

- Quarterly performance reports (October 1, January 1, April 1, and July 1);
- Annual performance reports (due October 15 for each preceding period ending on September 30)
- Final technical reports for each investigation within 30 days following the stated date of completion;
- Trip reports following each trip taken, to be included as part of the quarterly performance report on October 1, January 1, April 1, and July 1;
- At least one outreach document (or the amount of deliverables specified in Attachment I, whichever is greater), refer also to the Outreach and Dissemination Plan in Attachment I;
- At least one lessons learned document;
- At least one success story or policy brief;
- At least one program newsletter article;
- Stated project deliverables due on the approved timeframe
- A brief statement describing the quantifiable economic impacts of the research. Also, identify the primary beneficiaries of the information, technologies, or management practices developed by the project.
- Progress and synthesis reports toward program component *benchmarks* and *indicators*, USAID results framework *indicators*, IEHA, and other *indicators* (as applicable)

The indicators (agreed upon during the Orientation Meeting, available on the website) for measuring the impact of the project described in this Subcontract may be amended at any time by either the CONTRACTOR or the UNIVERSITY. The indicators will be used to evaluate project performance, progress in meeting stated objectives, and guide resource allocation decisions. The CONTRACTOR will be responsible for collecting and reporting data as specified in the indicators. If the CONTRACTOR wishes to amend the indicators a letter should be written to the CRSP Director stating the reasons for the change; any substituted measurements may require approval of other CRSP advisory bodies. Final approval for changes in stated indicators rests with UNIVERSITY.

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. The ME's Policy and Operating Procedures (POP) Manual 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 Subcontracts.

Additional information may be obtained from the AquaFish CRSP 5-year plan and the Aquaculture CRSP Annual Administrative and Technical Reports, which are available on the CRSP RFP website. <http://pdacrsp.oregonstate.edu/afcrsp/rfp>