

REPORTING REQUIREMENTS FOR APPLICANT INFORMATION
AQUACULTURE & FISHERIES CRSP
RFP WEBSITE SUPPORTING DOCUMENTATION

Upon notification and acceptance of a project award, via sub-agreement, each PI will receive a copy of the Aquaculture & Fisheries CRSP Policy and Operations Manual. This manual (currently under development) will describe in greater detail the reporting procedures and other policies of the Aquaculture & Fisheries CRSP. 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; 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.
2. Performance Reporting is in accordance with (a) the terms of each project’s work plan as it appears in the sub-award, and (b) the requirements specified in the Manual (for example, training data will be disaggregated by gender). The following reports will be required at the very *minimum*:
 - quarterly performance reports;
 - annual performance reports;
 - final technical reports for each investigation;
 - trip reports;
 - one outreach document;
 - one lessons learned document;
 - one success story or policy brief;
 - one program newsletter article;
 - progress and synthesis reports toward program component benchmarks and indicators, USAID results framework indicators, IEHA, and other indicators (as applicable).
3. 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 Manual will contain 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, Aquaculture & Fisheries CRSP Publications Policy, and other rules and schedules as specified in sub-awards.