

Project Record & Progress/Completion Report Guidelines

The Louisiana Sea Grant (LSG) College Program has established its Research Database ([Louisiana Sea Grant Research Database](#)), a searchable repository of important project information, for the preparation and updating of Progress/Completion Reports. This site obviates the need for turning in hard copy reports as has been done in the past. The Research Database documents current progress, results, specific accomplishments, and benefits achieved by Sea Grant projects. These records are to be prepared and updated on the Research Database by the project principal investigators at the end of each annual funding period. Once each year, this composite program record is transmitted to the NSG national data base. As this becomes the official record of project results maintained by NOAA and NSG, both care and accuracy in preparation of all Research Database entries are extremely important.

With the development of the Research Database, the Project Summary Form, initially prepared and submitted as part of the formal project proposal, will no longer need to be updated; progress reports and completion reports will now be completed on the Research Database. At the end of each annual funding period, the principal investigators of all active projects are required to report and update on the Research Database results and accomplishments that respond to the defined objectives, as well as certain other information desired by NSG such as names of participating students, publications produced, etc. The updated Research Database entry is termed a **Progress Report** until work on the project is concluded; when final results are available and entered into the Research Database, it will become a **Completion Report**.

Sea Grant also requires that principal investigators review and update project records on the Research Database annually for at least two years after their ending dates to capture items (journal publications, theses, dissertations, and noteworthy applications/benefits) produced subsequent to the projects' ending dates. As part of maintaining a timely, updated Research Database, LSG strives to collect, process and archive all project deliverables produced by Sea Grant-sponsored activities. Presumably, these will have been listed in the accomplishments section of the Research Database.

Louisiana Sea Grant is asking all of its PIs for their cooperation in keeping the Research Database updated and maximally informative by supplying specific information for each LSG-funded project. To do so, one must become registered into the system and subsequently access projects to provide/update the requested information. To get started, please follow the instructions below:

Registration – First visit to the system

- 1) Go to LSG homepage [Louisiana Sea Grant - Home](#)
- 2) Under **Research**, click on **Research Database**
- 3) Click on **Update Project**
- 4) Scroll to bottom of page to **Contact Moderator** – Select your name from the pop-up list, fill in your e-mail address, and click on **Send**.

You will subsequently receive an e-mail message from the site moderator (Katie Lea) that will give you the system password and additional instructions to complete your registration.

Once you have completed registration:

- 1) Re-enter the LSG homepage [Louisiana Sea Grant - Home](#)
- 2) Under **Research**, click on **Research Database**
- 3) Click on **Update Project** and **Sign in** with your e-mail address and the password you chose during registration.
- 4) Choose the project that you want to access.

You will be presented with a page containing several different fields, each of which asks for specific information. Clicking on the field headers in the left margin opens an explanation of the types of information requested for each field. Note: Each field is variously limited to 1500-5000 characters; this is indicated at the bottom of each field.

You need not complete all fields in a single session; you can always continue at a later time by simply re-entering the system. After you have inserted the appropriate information, simply click on **Process** at the bottom of the page to save your entries to that point.

LSG is excited about this opportunity to share your Sea Grant-supported research both with your colleagues and with the public. We trust that all of you will contribute your research results and accomplishments in a timely manner, but you can expect periodic reminders to update active and completed project summaries. **Failure to submit progress reports, completion reports and post-project updates in the Research Database may result either in the withholding of second year funding allocations or in rejection of requests for no-cost extensions and may jeopardize future opportunities for Sea Grant funding.**

Should you have any questions, please contact Dave Nieland either at 225-578-6373 or at dniela@lsu.edu

When publishing your Louisiana Sea Grant sponsored research, use the following language to acknowledge Sea Grant:

“This work was supported by the Louisiana Sea Grant College Program with funds from the National Oceanic and Atmospheric Administration Office of Sea Grant, Department of Commerce, under grant No. _____, Project No. _____, and Louisiana State University. Statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of Louisiana Sea Grant or the U.S. Department of Commerce.”