

Performance Report Requirements

Performance reports are used to track project progress, ensure work is being carried out as described in the investigation plan, and identify issues that may affect project performance. They may also be used to brief the Regional Advisory Councils, Federal Subsistence Board, and Technical Review Committee on project progress.

A performance report is a concise one to two-page status report specifying accomplishments for each project objective. The report should also discuss any problems that may affect the ability of the investigator(s) to meet project objectives.

For studies being conducted by two or more investigators, the principal investigator is responsible for compiling the information from all co-investigators into a single performance report.

A performance report must be submitted either semi-annually or annually for each active project. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>PPR.

Upload the report into GrantSolutions.

The following page provides instructions for writing and formatting performance reports.

Title: (Same title shown on investigation plan)

Financial Assistance Number: D__AC_____ (e.g., D26AC00734; from the Notice of Award Letter)

Project Number: __-___ (e.g., 26-100; Five-digit number assigned to FRMP investigation plan)

Period of Performance: (Start Date to End Date of award)

Reporting Period: (Start Date to End Date of the reporting period)

Date Submitted: (Uploaded to GrantSolutions or sent directly to OSM project officer for Intra-Agency agreement projects)

Investigator(s) Information: (Names, affiliations, email addresses and phone numbers)

1. **Project Objectives** *(Required)*

Provide a short description of the progress made in achieving each objective listed in the investigation plan. Discuss any problems that may affect the ability of the investigator(s) to meet the project objectives and how they will be resolved.

2. **Consultations and Capacity Development** *(Requested)*

Discuss any consultations with other organizations and progress made toward building expertise of Alaska Native and rural organizations. Include the number of local residents hired, achievements, and/or problems encountered. Provide descriptions of any changes from what was originally proposed in the investigation plan.

3. **Methods** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any problems concerning methods or procedures and how they were solved. Include a short statement of any changes that were made.

4. **Schedule** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any scheduling issues and how they were addressed. Include a listing of any changes that were made, along with original and new dates.

5. **Staffing** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any staffing problems and how they were solved. Include a short statement of any changes that were made.

6. **Budget** *(Only required if problems have occurred or changes have been made)*

Provide a short description of any budget problems and how they were solved. Include a short statement of any changes that were made to the budget. If the final balance is anticipated to be different from zero, please provide an explanation.