

Michigan Great Lakes Protection Fund
Final Report Instructions
Office of the Great Lakes

Introduction

All Office of the Great Lakes (OGL) Grantees are required to submit a final report based on the format prescribed below. The Grantee must provide a draft final report at least 45 days before the end date of the Agreement. The OGL will review the draft final report and provide any written comments requiring revisions back to the Grantee. The Grantee shall submit the revised final report, including all supporting documentation for expenses for the final progress report and any other outstanding products within 45 days from the End Date of the Agreement.

Completing the Final Report

The overall format and appearance of the Final Report is flexible; however, it must be provided on letterhead as a stand-alone Word or PDF document.

The Final Report must include:

- 1. Cover Letter** (1 page)
 - The letter should be from the Grantee requesting final payment and specifying the dollar amount.
- 2. Narrative Report** (12 double-spaces pages)
 - Title Page (1 page)
 - Title of project
 - Grantee Name
 - Date Submitted
 - Reporting Period Dates
 - OGL Project Number
 - Executive Summary (2-3 paragraphs)
 - Write a brief summary of your project and important findings, using language that is understandable by a lay person.
 - Report Narrative
 - Overview of introduction, methods, results, conclusion, and recommendations and/or findings. Focus on the project activities and accomplishments in context of the overall project goals and not technical details.
 - Include:
 - Management/Research Implications
 - Describe how the research has created new knowledge or techniques.
 - Potential Application, Benefits, and Impacts

- Potential ways this project has influenced advancement of science and any resource management applications.
- Outputs
 - Provide a brief summary in narrative or table form of any forms of products, outreach, engagement, partnerships, or collaborations along with measurable metrics relating to each output. Please provide specific details on each output, such as the number of times the output occurred or the specific name of the output.
 - Output examples include media coverage, videos, brochures, fact sheets, journal publications, undergraduate/Graduate students supported by grant, awards and honors, patents/licenses, project partnerships, etc.

3. Final Progress Report

- Shows completion of all project tasks.

4. Financial Report

- Shows all grant and match expenditures.
- Copies of itemized invoices, itemized receipts, or other documentation for grant and match expenditures incurred on the project.

Supplemental Materials

Submittal of materials developed during the reporting period such as photos, videos, reports, brochures, fact sheets, posters, and media releases/coverage that lend additional insight on significant accomplishments is appreciated.