Advancing Digitization of Biological Collections

Division of Biological Infrastructure
Directorate for Biological Sciences
National Science Foundation

Guidelines for Annual and Final Reports

Lead PI's Annual/Final Report

1) Request information from all the collaborating PIs in your TCN who have awards that were active in this reporting cycle. Compile what has been accomplished (i.e., digitization activities, other activities), who did the work, and the outcomes for the overall project. The Lead PI must combine what has been accomplished by the TCN as a whole into an Integrated Project Report. Make sure this Integrated Project Report addresses:

Participants:

- All participants involved in the entire project (important: only those who have worked >160 hours on the project, including undergraduate participants).

- All organizations involved in the entire project (i.e., herbaria/museums, etc. from where collections have been digitized).

Activities and Findings:

- Describe research, education, training, and outreach plans for the entire project.

- Include information about the total number of specimens digitized and the cost.

Publications and Products:

- List all the websites, databases, collections information, etc.

Contributions:

- Describe relevance of work of the project to the academic discipline, other areas of science, and areas outside of science (i.e., societal benefits).

Conference Proceedings:

- List for the entire project.

Special Requirements:

- Describe any changes to the project if different from the original proposal.

2) Save the Integrated Annual Report as a PDF and send to all other TCN PIs.

3) Enter this same information into the TCN Lead Annual/Final Report, but not as a PDF. Add anything that is specific only to the Lead.

TCN PIs (Non-Lead) Annual/Final Report:

1) Compile information described above. Include only the work for your portion of the project (i.e., anything that has been funded by your specific award, including sub-awards). All collated reports must be in a consistent format. Provide this information to your TCN Lead. They will appreciate not having to ask. It is the responsibility of the Lead PI to compile this information for the Integrated Annual Report, but **it is the responsibility of all TCN PIs to collaborate with the Lead PI on fulfilling reporting requirements**.

2) Obtain and upload the Integrated Project Report PDF from the Lead PI as an attached file in the **Special Requirements Section**.

3) **Be sure to** complete your Annual Report using the information you originally sent to the PI. Only provide information relevant to your award. Do not simply cite the compiled PDF report. ADBC would like to know about your individual activities, so that the program can determine how they fit within the overall project and your role in the TCN.