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ONLINE GRANTS MANAGEMENT  
FOR THE NSF COMMUNITY



# NSF Project Report Template

**This document has been developed to provide Principal Investigators (PIs), co-PIs, and research organizations with:**

- A listing of the questions in the NSF project report template;
- Assistance in planning for the submission of the report; and
- A tool to help PIs collaborate with other contributors in answering these questions, if needed.

The project reporting service on Research.gov and the associated [help documentation](#) provides more detailed instructions and contextual assistance.

**Note:** NSF project reports are **not** cumulative and should always be prepared for the specific project reporting period only.



# Accomplishments - What was done? What was learned?

You have the option of selecting “nothing to report” in this section.

**What are the major goals of the project?**

**What was accomplished under these goals (you must provide information for at least one of the 4 categories below)?**

Major Activities:

Specific Objectives:

Significant Results:

Key outcomes or other achievements:

**What opportunities for training and professional development has the project provided?**

**Have the results been disseminated to communities of interest? If so, please provide details.**

**What do you plan to do during the next reporting period to accomplish the goals?**

**NOTE:** You may upload PDF files with images, tables, charts, or other graphics in support of the Accomplishments section. You may upload up to 4 PDF files with a maximum file size of 5 MB each.

# Products

You have the option of selecting “nothing to report” in this section. There are no limitations to the number of entries you submit and you can also pull information directly from Thomson Search when using the online tool on Research.gov.

**Within the Products section, you can list any products resulting from your project during the specified reporting period, such as:**

Journals:

Books:

Book Chapters:

Thesis/Dissertations:

Conference Papers and Presentations:

Other Publications:

Technologies or Techniques:

Patents:

Inventions:

Licenses:

Websites:

Other Products:

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# Participants

For separately submitted and awarded collaborative proposals, the PI should report progress on his/her institution's portion of the collaborative effort only.

There are no limits on the number of participants you list for this section; however, you must list participants who have worked one person month or more for the project reporting period. You have the option of selecting “nothing to report” in this section. For Research Experience for Undergraduates (REU) sites and supplements, specific questions will be listed in this section. The online service will also ask for additional information on participants such as:

- What individuals have worked on the project?
- What organizations have been involved as partners?
- Were other collaborators or contacts involved?



### What individuals have worked on the project?

Name	Most Senior Project Role	Nearest Person Month Worked

### What other organizations have been involved as partners?

The online service will also ask you for additional information such as:

- Type of Partner Organization
- Name
- Location
- Partner's contribution to the project

Were other collaborators or contacts involved? If so, please provide details.

## Impacts

You have the option of selecting “nothing to report” for any question in this section.

### What is the impact on the development of the principal discipline(s) of the project?

Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project.

### What is the impact on other disciplines?

Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

### What is the impact on the development of human resources?

Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology.

### What is the impact on teaching and educational experiences?

Describe how the project made an impact or is likely to make an impact on teaching and educational experiences.

### What is the impact on physical resources that form infrastructure?

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical resources that form infrastructure, including physical resources such as facilities, laboratories, or instruments.



**What is the impact on institutional resources that form infrastructure?**

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on institutional resources that form infrastructure.

**What is the impact on information resources that form infrastructure?**

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on information resources that form infrastructure.

**What is the impact on technology transfer?**

Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use.

**What is the impact on society beyond science and technology?**

Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of science, engineering, and the academic world.

**What percentage of the award's budget was spent in a foreign country?**

Describe what percentage of the award's budget was spent in foreign country(ies) for this reporting period. If more than one foreign country was involved, identify the distribution of funding between the foreign countries.

## Changes / Problems

If not previously reported in writing to the agency through other mechanisms, provide the following additional information or state, "Nothing to Report", if applicable.

**Changes in approach and reason for change:**

**Actual or Anticipated problems or delays and actions or plans to resolve them:**

**Changes that have significant impact on expenditures:**

**Significant changes in use or care of human subjects:**

**Significant changes in use or care of vertebrate animals:**

**Significant changes in use or care of biohazards:**

**Has there been a change in your primary performance site location from the originally proposed? If so, please provide the location of your new primary performance site and reason for the change in location.**

# Special Requirements

**This report section is only available when Special Requirements are specifically noted in the solicitation and approved by the Office of Management and Budget.**

**Respond to any special reporting requirements specified in the award terms and conditions, as well as any award specific reporting requirements.**

**NOTE:** You may upload PDF files in support of the Special Requirements section. You may upload PDF files with a maximum file size of 10 MB each. There is no limit to the number of files uploaded.