Annual Technical Report Requirements

A technical project report may be required for a project funded for more than one year. Be sure to review the Reporting Requirements section of your award document for specific details on the submission of all reports. The technical report consists of the project activities for the prior year, including data collected, analyses performed, and an update on descriptions of any changes to the project from what was originally proposed in the investigation plan (see guidelines on page 6). Any issues should have been previously identified by submission of a Significant Development Report.

A **draft** of the technical project report must be submitted for review in Microsoft Word format of each year to *fisheries_resource_monitoring@fws.gov*. Office of Subsistence Management (OSM) staff will provide review comments to the principal investigator within thirty days. The principal investigator will address review comments, and if necessary work with OSM staff to resolve any issues and submit the final technical report.

Once the technical report has been completed:

- Mail one unbound and two bound paper copies to: U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Division, 1011 East Tudor Road, Mail Stop 121, Anchorage, Alaska 99503.
- Submit two electronic copies of the report, one in Adobe Acrobat PDF (.pdf) and the other Microsoft Word (.docx), along with a separate abstract and citation file (the abstract must be prepared as shown in the example on page 12 to *fisheies_resource_monitoring@fws.gov*. The report and abstract may be posted on the Office of Subsistence Management's website.

Guidelines for Preparing Technical Project Reports

Technical project reports can be prepared as part of an established agency or organizational report series but must include: 1) a statement acknowledging the Fisheries Monitoring Program funding and support; 2) a statement citing the Fisheries Monitoring Program project number and indicating whether the report is an annual or final report; and 3) a project abstract and report citation.
All submitted files must have the report title, project number, report type and year correctly reflected in the document properties. To do this in Microsoft Word go to File, Properties and select the Summary tab. In the Title box, type the project title followed by the project number, report type and year.

> **Example**
> Feasibility of Using Fish Wheels for Long-Term Monitoring of Chinook Salmon Escapement on the Copper River. 01-020. Annual 2001

The following report format should be used if the technical project report is not part of an established agency or organizational report series.

REPORT COMPONENTS

Title Page: The title page includes the study title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). It may also include a statement indicating that the report is for a specific Fisheries Resource Monitoring Program project.

Table of Contents, List of Figures, List of Tables, and List of Appendices: Can be automatically generate by using the Index and Tables feature in Microsoft Word. See Microsoft Word Help for assistance in using this feature.

Abstract: The abstract summarizes the report and should not exceed 200 words.

Introduction: Establish why the study was done and its importance to Federal subsistence fishery management. The topics covered in the introduction include: the principal hypothesis of the study, the type of information obtained, the specific issues addressed, the study area, and a review of existing literature and information (publications, gray literature, and personal communications). The literature and information reviewed should provide context for the study within existing knowledge. The objectives of the study may also be included in the introduction.

Objectives: Provide a list of all objectives identified in the project investigation plan. If the objectives of the study changed over the course of the project, discuss why the changes were made.

Methods: Describe data sources, procedures, equipment, and statistical methods used in the study. These descriptions should provide enough detail to allow readers to evaluate or repeat the study. Other publications may be cited to provide greater detail of equipment, procedures, and statistical analyses. The Methods section can be broken into subsections that correspond to subheadings of the Results section. If the methods used in the study changed from what was originally proposed in the investigation plan, identify and describe the changes and discuss why they were made.

Results: Objectively describe information collected during the study and state the results including those of any statistical analyses. Do not discuss or interpret the results of the study in this section unless the Results and Discussion sections are merged. A combination of text, tables, figures and appendices should be used to present findings. The text should introduce and summarize information contained in tables and figures, as well as present findings that cannot be displayed in tabular or figure formats.

Tables should be used to document data, while figures should be used to present relationships and trends. Unprocessed data should be included in an appendix or make sure numbers from tables and figures that are cited in the text are correctly cited. The number of significant digits used should be appropriate for the data type. Do not refine and summarize data to the extent that a reader would be unable to verify findings and analyses. State the statistical probability or significance levels selected for statistical analyses, hypothesis testing, or model fitting.

Discussion: Relate what was learned to what is known. Study results should be expanded and explained, not simply restated. Interpretation of findings should be presented so the reader can readily differentiate between points supported by evidence and those based on speculation or conjecture. Discuss the relevance of the findings to Federal subsistence fishery management and include an explanation of how the study met or fell short of the objectives. Unanswered questions and potential future paths of study can be identified. While not generally recommended, in certain cases the Results and Discussion sections can be combined. Please consult Fisheries Division staff before doing so.

Conclusions: Conclusions may be included in technical reports depending on the nature of the project. A conclusion can represent the synthesis of work in this study, as well as other studies that were previously cited in the discussion. Individual conclusions should be brief statements without further discussion. If there are multiple conclusions, they may be presented as a numbered list. While a separate Conclusions section is recommended, this information may be included in the Discussion section.

Recommendations: Recommendations are not required but may be included in technical reports depending on the nature of the project. Recommendations should describe how results can be applied and used in Federal subsistence fishery management, and how results may influence future year of the current project or future studies. If there are multiple recommendations, they may be presented as a numbered list. While a separate Recommendations section is advised, this information may be included in the Discussion section.

Acknowledgements: Recognize those who have contributed to the study or to the preparation of the report. A statement expressing recognition of financial and other support from the Fisheries Resource Monitoring Program must be included. For example: “The U.S. Fish and Wildlife Service, Office of Subsistence Management, provided $___ in funding support for this project through the Fisheries Resource Monitoring Program, under agreement (or contract) number ________________.”

If not stated on the title page or elsewhere in the report, include a statement indicating the year of the project for which the report is written. . For example: “This report was submitted as the technical project report to U.S. Fish and Wildlife Service, Office of Subsistence Management, Subsistence Fisheries Resource Monitoring Program for project number 00-123.”

Literature Cited: List all published materials referenced in the text. Do not list personal communications in this section. Use the following guidelines unless the report is being prepared according to an agency or organizational report series guidelines.

- List citations alphabetically by the first author’s last name (surname), then first name initials, and finally by the surnames of coauthors.
- List papers by the same author(s) in ascending chronological order of the year published.
- When authors have more than one publication in a year, add a lower case letter to the year and list alphabetically (1998a, 1998b).
- Substitute the words “in press” for the year if a paper has been accepted for publication but page numbers are not available.
- If a reference has more than five authors or editors, cite only the first and indicate the number of coauthors or coeditors (Smith, S. J. and five coauthors).
- Do not use abbreviations except the first name and middle initials of authors and editors, and abbreviations that occur in titles of articles and books.

Text Endnotes: The use of text footnotes should be minimal; most material, including personal communications, should be included in the text within parentheses. Reference the footnote within the text using superscripted, sequentially arranged, numbers.

Figures: All figures should be simple, uncluttered, and easy to interpret. The figure number and a short caption should be placed underneath the figure. Clearly label graph axes. Use legends or captions to define data elements, as well as all nonstandard and non-defined symbols. Use symbols that are easy to differentiate. Include place names and a directional arrow on maps and charts to orient the reader.

Tables: All tables should be organized to provide the most information in the least amount of space. Keep the following in mind when formatting tables:

- The number of columns should be less than the number of rows.
- Do not use vertical lines between columns.
- Capitalize only the first word, proper nouns, and appropriate symbols in column and row headings.
- Significant digits should be appropriate for the type of data being presented.
- Place a zero to the left of the decimal point for numbers smaller than one.
- A caption containing the table number and one or more sentences describing the table should be placed above it.
- Use either captions or footnotes to identify nonstandard abbreviations and symbols.

- Reference footnotes within tables using sequentially ordered superscripted lowercase letters.
- List the table footnotes in ascending alphabetical order below the table.

Appendices: Appendices can be used to report supplementary information that illustrates, expands on, or otherwise supports the text, but is not needed to directly support results and conclusions. Information presented in an appendix is usually too long and detailed to put in the main text, but might be of interest to some readers. Examples include: unprocessed data, mathematical derivations, lengthy descriptions of unusual methods, detailed protocols, long lists, questionnaires, and documents. The use of appendices can be minimized if sources for obtaining the information are made available to readers. For example, the information is made available over the Internet or upon request to the authors. The formatting of tables and figures included in an appendix should be the same as those in the main body of the document.

Non-Discrimination Statement: A non-discrimination statement must be included, and is usually on the last page in the report. Federal or State agencies may already have statements that are included in reports. See page 15 for non-discrimination statements.