



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
NATIONAL CENTER FOR ENVIRONMENTAL RESEARCH
WASHINGTON, DC 20460

OFFICE OF
RESEARCH AND DEVELOPMENT

10/6/00

Dear Investigator:

Thank you for your participation in the Environmental Protection Agency's (EPA) Science to Achieve Results Program (STAR). This letter is to clarify the reporting requirements under your STAR grant, and reiterate their importance. I am sending this letter to all STAR grantees, as a follow-up to a guidance letter dated November 11, 1999.

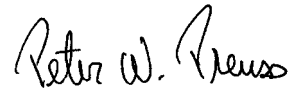
Under the terms and conditions of your grant, you are required to submit both annual and final reports. We are asking that these be submitted in **two parts** – one is an electronic **summary** of progress or results which will be posted on our public web site, and the other is additional technical and administrative information needed for grant oversight and results documentation. These requirements are further described below.

I want to emphasize the importance we place on the timely submission of these reports. The web reports serve as a readily accessible source of summary information on your research for interested parties inside and outside EPA. The technical project reports are essential for effective management of grants, accountability of the use of public funds, and complete documentation of all technical findings of your research. Both reports document the journal publications and presentations that come from your research. In short, all of this information is necessary to facilitate the awareness and use of your research within EPA and by the public and private sectors, and to ensure accountability on our part and yours. Because of the importance of these reports, we will include language in all future STAR solicitations that failure of a principal investigator (PI) to provide annual or final reports by dates specified in the terms and conditions, will delay and may preclude review and processing of pending proposals for that PI.

I also urge you to acknowledge EPA's STAR program support in publications that are based on our grants, as well as conference presentations or media events. However, these publications should also include a disclaimer stating that it does not reflect the views of the Agency. Example language is provided in the directions below.

Thank you for complying with this request and playing a significant role in providing trackable research results for future environmental decisions. If you have questions about the reporting requirements described here, please contact your project officer. If you have any general comments or issues on the STAR program that you would like to bring to my attention, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Peter W. Preuss". The signature is written in a cursive style with a large initial 'P' and 'W'.

Peter Preuss, PhD
Director, National Center for
Environmental Research

Reporting Requirements for STAR Grantees

Annual Reports

Final Reports

Part 1	Web summary report	Web summary report
Part 2	Performance report	Technical report

Annual Reports

Part 1: Web Summary Report

The web summary report will be placed on our public web site in order to convey the progress on research supported by the grant, including a bibliographic list of publications and presentations submitted or published during this period. These summary reports must be submitted in electronic form in the formats described below.

Part 2: Performance Report

The Performance Report should describe any significant issues associated with conducting the research as proposed, including any quality assurance (QA) issues, any proposed change in scope or objectives, and any changes of key personnel. It should also report expenditures to date and a comparison of completed to projected research progress. Any budget issues or proposed changes should be identified. The report should also **include copies of all publications and presentations** from the reporting period.

Final Report

Part 1: Web Summary Report

The final web summary report should be designed to act as the Executive Summary for the final technical report and should reflect conclusions and results for the entire project and a bibliographic list of publications and presentations submitted or published over the entire project period. It must be submitted in electronic form in the format described in Attachment 3.

Part 2: Final Technical Report

The final technical report should be a stand alone compilation of activities, findings, and conclusions. It should compare actual results with initial objectives and hypotheses and discuss all technical aspects of the project, including how the quality assurance requirements were addressed. **Three copies of each publication and presentation** submitted or published should be attached to the final report, but they do not replace it. (Since papers are often submitted for publication after a final report is sent to EPA, we ask that you send these publications to the project officer when they occur.)

Further Guidance on Reports

If you need more detail on reporting requirements (for example, there are special reporting requirements for computer modeling projects) please refer to the terms and conditions of your grant. Your managing institution has a copy of these. You may also refer to the following web addresses for reference purposes to review in more detail the report and content requirements.

For Federal Demonstration Partnership (FDP) institutions:

<http://es.epa.gov/ncercqa/publications/terms/fdpepa700.pdf>

For all other grantees:

<http://es.epa.gov/ncercqa/publications/terms/tscs99.html>

Where and When to Submit Reports

Annual reports must be submitted within 90 days of each anniversary of your grant's start date, including years in which your grant is in a no-cost extension. Final reports must be submitted within 90 days of the end date or extended end date of your grant. Both annual and final reports should be submitted simultaneously in electronic (by email) and hard copy formats directly to your project officer. The web summaries only should also be submitted via email to the following address (bcampbel@scgcorp.com).

Acknowledgments and disclaimers

We suggest an acknowledgment such as the following:

“This research has been supported by a grant from the U.S. Environmental Protection Agency's Science to Achieve Results (STAR) program.”

The following is an appropriate disclaimer:

“Although the research described in the article has been funded wholly or in part by the U.S. Environmental Protection Agency's STAR program through grant (number), it has not been subjected to any EPA review and therefore does not necessarily reflect the views of the Agency, and no official endorsement should be inferred.”

Annual Report Summary Format (1-2 pages*)

Period Covered by the Report:

Date of Report:

EPA Agreement Number:

Title:

Investigators:

Institution:

Research Category:

Project Period:

Objective(s) of the Research Project: Briefly describe the objectives for the project.

Progress Summary/Accomplishments: Provide brief statements covering work status and preliminary results, emphasizing findings and their significance to the field, their relationship to the goals of the project, and their relevance to protection of the environment and human health. This discussion should include potential practical applications.

Publications/Presentations: List the citations for all publications and presentations arising from this project, including those submitted, in press, or published.

Future Activities: Describe the major objectives and focus for the subsequent reporting period, including any expected changes in the project schedule.

Supplemental Keywords: Keywords are extremely important for information retrieval. Please use all that apply from the attached list, even if other keywords also are used. (There is no need to duplicate terms used in the summary of progress.)

Relevant Web Sites: Identify any Web site that has been established as part of the project or that reflects related research and publications associated with the principal investigators.

(* 1-2 pages is the minimum requirement, however 2-4 pages may typically be needed to adequately describe progress and to list bibliographic references for publications and presentations)

Final Report Executive Summary (3-5 pages*)

Period Covered by the Report:

Date of Final Report:

EPA Agreement Number:

Title:

Investigators:

Institution:

Research Category:

Project Period:

Objective(s) of the Research Project: Briefly describe the objectives for the project.

Summary of Findings: Provide an executive summary of project results, emphasize findings and their significance to the field, their relationship to the goals of the project including an explanation of how the research adds to our understanding of, or solutions for, environmental problems or is otherwise of benefit to protection of the environment and human health. This discussion should include potential practical applications.

Publications/Presentations: List the citations for all publications and presentations arising from this project, including those submitted, in press, or published.

Supplemental Keywords: Keywords are extremely important for information retrieval. Please use all that apply from the attached list, even if other keywords also are used. (There is no need to duplicate terms used in the summary of progress.)

Relevant Web Sites: Identify any Web site that has been established as part of the project or that reflects related research and publications associated with the principal investigators.

(* 3-5 pages is the minimum requirement, however there is no restriction on additional information if needed to summarize the project results - keep in mind that this report is considered an Executive Summary of the final report)

Keywords

Media: (media, air, ambient air, atmosphere, ozone, water, drinking water, watersheds, groundwater, land, soil, sediments, acid deposition, global climate, indoor air, mobile sources, CASNET, stratospheric ozone, tropospheric, marine, estuary, precipitation, leachate, adsorption, absorption, chemical transport)

Risk Assessment: (exposure, risk, risk assessment, effects, health effects, ecological effects, human health, bioavailability, metabolism, vulnerability, sensitive populations, dose-response, carcinogen, teratogen, mutagen, animal, mammalian, organism, cellular, population, enzymes, infants, children, elderly, stressor, age, race, diet, metabolism, genetic predisposition, genetic polymorphisms, sex, ethnic groups, susceptibility, cumulative effects)

Chemicals, Toxics, Toxic Substances: (chemicals, toxics, particulates, ODS, VOC, CFCs, PAHs, PNAs, PCBs, Dioxin, metals, heavy metals, solvents, oxidants, nitrogen oxides, sulfates, organics, DNAPL, NAPL, pathogens, viruses, bacteria, acid rain, effluent, discharge, dissolved solids, intermediates)

Ecosystem Protection: (ecosystem, indicators, restoration, regionalization, scaling, terrestrial, aquatic, habitat, integrated assessment)

Risk Management: (**pollution prevention** (green chemistry, life-cycle analysis, alternatives, sustainable development, clean technologies, innovative technology, renewable, waste reduction, waste minimization, environmentally conscious manufacturing); **treatment** (remediation, bioremediation, cleanup, incineration, disinfection, oxidation, restoration)

Public Policy: (public policy, decision making, community-based, cost benefit, conjoint analysis, observation, nonmarket valuation, contingent valuation, survey, psychological, preferences, public good, Bayesian, socioeconomic, willingness-to-pay, compensation, conservation, environmental assets, sociological)

Scientific Disciplines: (environmental chemistry, biology, physics, engineering, social science, ecology, hydrology, geology, histology, epidemiology, genetics, pathology, mathematics, limnology, zoology,)

Methods/Techniques: (emap, modeling, monitoring, analytical, surveys, measurement methods, general circulation models, climate models, satellite, landsat, remote sensing)

Geographic Areas: (northeast, central, northwest, western, southwest, south central, southeast, pacific coast, Atlantic coast, gulf coast, pacific northwest, Chesapeake Bay, Great Lakes, Midwest, midatlantic, States (use both full name and two letter abbreviation), EPA Regions

(1 through 10)

Sectors: (agriculture, business, transportation, industry (petroleum, electronics, printing, etc): [identify 4-digit SIC codes], service industry, food processing etc.)