

Appendix J – OSRI Grant Policy Manual

Annual Progress Report Form - Oil Spill Recovery Institute

An electronic copy of this report shall be submitted by mail, or e-mail to the OSRI Research Program Manager wspgaw@pwssc.org and Financial Office poswalt@pwssc.org
Mailing address: P.O. Box 705 - Cordova, AK 99574 -

Deadline for this report: This report is due 30 days prior of the anniversary of the effective date of the grant. In the projects final year the annual report will be replaced with a final report.

Today's date:

Name of awardee/grantee:

OSRI Contract Number:

Project title:

Dates this progress report covers:

PART I - Progress Report on Activities

The progress report must include the following elements.

1. Non-technical Abstract or summary of project work to date that does not exceed two pages and includes an overview of the project. The abstract should describe the nature and significance of the project and progress made toward realizing project goals. It may be provided to the Advisory Board and could be used by OSRI staff to answer inquiries as to the nature and significance of the project.
2. Brief review of the objectives as described in original proposal and progress report related to these objectives.
3. Describe problems or roadblocks encountered in project implementation.
4. Highlight accomplishments, whether or not they were part of the original proposal.
5. Conclusions to date.
6. Appendix including copies of all written reports or publications completed or in progress, resulting from the project work. This also includes abstracts of papers presented at conferences. Please note the acknowledgment of OSRI support stated in Section 10.3.4 of the Grant Policy Manual.

Part II - Annual Financial Statement

Please complete the attached Excel spreadsheet (GPM-Appendix I – Fin Rpt Form).