Exxon Valdez Oil Spill Trustee Council

Reporting Policy:

Procedures for the Preparation and Distribution of Project Reports for

Long-term Research and Monitoring

Mariculture

Education and Outreach

Adopted: November 14, 2017

Revised: November 21, 2022

TABLE OF CONTENTS

I. INTRODUCTION

These *Procedures for the Preparation and Distribution of Reports* provide instructions regarding the preparation, peer review, printing, and distribution of reports for programs and projects funded by the *Exxon Valdez* Oil Spill Trustee Council (hereafter EVOSTC or Trustee Council).

A. Additional Guidelines

These *Procedures for the Preparation and Distribution of Reports* update and supersede earlier versions of this document and should be read together with the report writing guidelines published by the *Journal of Wildlife Management:*

> Cox et al. 2020. Journal of Wildlife Management, Wildlife Society Bulletin, and Wildlife Monographs Author Guidelines
>
> https://wildlife.onlinelibrary.wiley.com/hub/journal/19372817/forauthors.html

To the extent that there are any inconsistencies between these *Procedures for the Preparation and Distribution of Reports* and the guidance provided by Cox et al. 2020, the instructions provided in these *Procedures* shall be followed.

B. Project Numbers

Starting in 2010 each project and program is assigned a unique eight-digit identifier. The first two digits designate the current funding year. The second two digits represent the year the initial funding was authorized by the Trustee Council. The last four digits are the unique project identifier. Projects that submit amendments receive a designation of "Am" followed by the date of the amendment after the project number, and if applicable letter designation, and are subject to approval by the Executive Director.

1. Examples

(a) Projects

<u>19</u>110853 indicates the project received funding in 2019.

19<u>11</u>0853 indicates the project was initially funded in 2011.

1911<u>0853</u> can be cross-referenced with the same project in other funding years such as 11110853, 12110853, etc.

(b) Programs

12120114 indicates the Long-term Monitoring Program Gulf Watch Alaska.

12120114<u>-A</u> indicates a project within the above program.

12120114-A<u>-Am12.12.12</u> indicates an amendment adoption date December 12, 2012, to project A of the above program.

2. Previous Numbering Conventions

Over time the Trustee Council's project numbering system has evolved to meet the changing needs of the Restoration Program. For information on previous project numbering conventions, See Appendix A, How to Find EVOSTC Project Reports.

II. ANNUAL PROJECT REPORTS AND ANNUAL PROGRAM STATUS SUMMARY

Annual reports include two parts: a written narrative and an accounting of cumulative spending through the funding period. Written narratives follow a prescribed format and are submitted in Microsoft Word. Cumulative spending is submitted as part of the Trustee Council's budget spreadsheet in Microsoft Excel.

A. Programs and Projects

1. Annual Project Report

The Principal Investigator for a project within a Trustee Council-funded program is responsible for production of an annual project report for submission to the Trustee Council by the Program Leads, as required in II (B) (3) (b).

2. Multi-Year Projects

An annual project report shall be submitted each year until the project is completed, at which time a final report shall be submitted.

3. Program Lead Submission

Program Leads are responsible for

(a) collecting, reviewing, and collating the annual project reports from the individual projects within the program, including any agency projects, and

(b) submission to the Trustee Council office of

i. the annual individual project reports within the program, and

ii. an annual program status summary.

4. Due Date

Unless a different due date is specified in the approved proposal or contract, annual project reports and annual program status summaries shall be submitted for each fiscal year for which a project within a program receives funding. For a February 1-January 31 fiscal year, the annual project report summaries are due by **March 1**, and the annual program status summary is due by **March 15**, immediately following the end of the fiscal year. Submissions must be submitted as a Microsoft Word document with any figures and tables embedded. Documents can be submitted to Executive Director either by email or uploaded to Research Workspace and with emailed notice of the submission to the Executive Director.

B. Annual Project Report Content

Content of project annual reports shall include the information listed below and be submitted using the appropriate form. See Appendix B for the appropriate report form and an example of the budget summary table with actual cumulative spending, as appropriate.

General information includes:

Project Number The project number reflects the reporting fiscal year. For example, if the report covers fiscal 2022 and the project started in 2021, the correct first 4-digits of the report project number is 2221.

Project Title Should match the title in the original proposal.

Principal Investigator Name(s) Include the name(s) and affiliation(s) of Principal Investigator(s) and any researchers submitting the report.

Reporting Period The annual reports will report on the prior fiscal year's work, February 1 – January 31.

Submission Date Specify month, day, and year.

Project Website Include hyperlink if applicable.

Status information and budget requests are indicated by the check boxes below which are included in the applicable form (see Appendix B). Please check all the boxes that apply to the current reporting period:

☐ **Project progress is on schedule.**

☐ **Project progress is delayed.** Please describe the cause(s) and the affected project components (i.e., field work, lab analysis, data submission), detail on any impact to the project objectives and plan to resolve them. Any changes that alter the scope of the project require approval by the Trustee Council's Executive Director.

☐ **Budget reallocation for this FY.** Describe the request and justification in the Budget section below that was submitted to and approved by the Executive Director for this FY.

☐ **Personnel changes.** Provide a two-page curriculum vitae for proposed Principal Investigators and a description of the potential impact to the project.

Detailed information is requested in the following sections:

1. Summary of Work Performed

Provide a summary of work performed during the reporting period, including any results available to date, scientific findings, and their relationship to the original project objectives. Discuss the evolving status of the working hypothesis considering the research findings obtained to date. Any deviation from the original project objectives, procedures or statistical methods, study area, or schedule shall be included. Any known problems or unusual developments, and any other significant information pertinent to the project shall also be described. Detail or highlight any noteworthy findings relating to the project. Any preliminary results, including tables and figures, must be accompanied by interpretation and short discussion to assist with progress evaluation.

2. Products

List any products for this reporting period. This includes publications, presentations, websites, podcasts, presentations, and data sets and associated metadata. Provide hyperlinks if applicable.

3. Coordination and Collaboration

For this section, provide information on coordination and collaboration with the groups listed in the appropriate reporting form. These may include:

The Alaska SeaLife Center and/or Prince William Sound Science Center Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Long-term Research and Monitoring Program Projects Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Mariculture Projects Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Education and Outreach Program and Projects Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Individual EVOSTC Projects Indicate how the project relates to, complements, or includes collaborative efforts with other individual projects that are not part of a focus area listed in the FY22-31 Invitation (Long-term Research and Monitoring Program, Mariculture, Education and Outreach).

Trustee or Management Agencies Please discuss if there are any aspects of the project that have supported EVOSTC trust or other agency work or which have received EVOSTC trust or other agency feedback or direction, including the contact's name(s) of the agency staff. Please include specific information as to how the subject area assisted the EVOSTC trust or other agency work. If the project required or included collaboration with other agencies, organizations, or scientists to accomplish this work, such arrangements should be fully explained, and the names of agency or organization representatives involved in the project should be provided. If the project is in conflict with another project, note this and explain why.

Native and Local Communities Please describe involvement with local and Alaska Native communities.

4. Response to EVOSTC Review, Recommendations and Comments (if applicable)

Describe how any EVOSTC-related review comments or recommendations for the proposal or project were addressed during the reporting period, if applicable. Any PI responses to EVOSTC-related review comments or recommendations for the proposal or project may also be included in this section.

5. Budget

Fill in the "Actual Cumulative" column in your project budget summary spreadsheet. Copy and paste the table as a picture file. Adjustments between line items and fiscal years are allowed if they do not alter the underlying scope or objectives of the project. Requested reallocations over 10% of the total budget amount require approval by the EVOSTC Executive Director. Please see the Trustee Council's Financial policy for details. Explain any adjustments in the "Comments" box in the budget spreadsheet and in this section of the annual report.

C. Annual Program Status Summary Content

Content of the annual program status summary shall include the information listed below and be submitted on the appropriate form. See Appendix B.

General information includes:

Program Number The project number reflects the reporting fiscal year. For example, if the report covers fiscal 2022 and the project started in 2021, the correct first 4-digits of the report project number is 2221.

Program Title Should match the title in the original proposal.

Program Lead(s) Include the name(s) and affiliation(s) of Principal Investigator(s) and any researchers submitting the report.

Reporting Period The annual reports will report on the prior fiscal year's work, February 1 – January 31.

Submission Date Specify month, day, and year.

Program Website Include hyperlink if applicable.

Status information and budget requests are indicated by the check boxes below which are included in the applicable form (see Appendix B). Please check all the boxes that apply to the current reporting period:

☐ **Program progress is on schedule.**

☐ **Program progress is delayed.** Please describe the cause(s) and the affected projects and respective components (i.e., field work, lab analysis, data submission), detail on any impact to the program objectives and plan to resolve them. Any changes that alter the scope of the program require approval by the Council's Executive Director.

☐ **Budget reallocation for this FY.** Describe the request and justification in the Budget section below that was submitted to and approved by the Executive Director for this FY.

☐ **Personnel changes.** Provide two-page curriculum vitae for proposed Principal Investigators and a description of the potential impact to the program.

Detailed information is requested in the following sections:

1. Summary of Work Performed

Provide a summary of work performed during the reporting period, including any results available to date, scientific findings, and their relationship to the original project objectives. Discuss the evolving status of the working hypothesis considering the research findings obtained to date. Any deviation from the original program objectives, procedures or statistical methods, study area, or schedule shall be included. Any known problems or unusual developments, and any other significant information pertinent to the program shall also be described. Detail or highlight any noteworthy findings relating to the program. Any preliminary results, including tables and figures, must be accompanied by interpretation and short discussion to assist with progress evaluation.

2. Products

List any products for this reporting period. This includes publications, presentations, websites, podcasts, presentations, data sets and associated metadata. Provide hyperlinks if applicable.

3. Coordination and Collaboration

For this section, provide information on coordination and collaboration with the groups listed in the appropriate reporting form. These may include:

The Alaska SeaLife Center and/or Prince William Sound Science Center Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Long-term Research and Monitoring Program Projects Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Mariculture Projects Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Education and Outreach Program and Projects Provide a list and clearly describe the functional and operational relationships, where applicable, with other program projects that occurred during the reporting period. This includes what form the coordination took (e.g., shared field sites or researchers, research platforms, sample collection, data management, equipment purchases, etc.).

Individual Projects Indicate how the project relates to, complements, or includes collaborative efforts with other individual projects that are not part of a focus area listed in the FY22-31 Invitation (Long-term Research and Monitoring Program, Mariculture, Education and Outreach).

Trustee or Management Agencies Please discuss if there are any aspects of the project that have supported EVOSTC trust or other agency work or which have received EVOSTC trust or other agency feedback or direction, including the contact’s name(s) of the agency staff. Please include specific information as to how the subject area assisted the EVOSTC trust or other agency work. If the project required or included collaboration with other agencies, organizations, or scientists to accomplish this work, such arrangements should be fully explained, and the names of agency or organization representatives involved in the project should be provided. If the project is in conflict with another project, note this and explain why.

Native and Local Communities Please describe involvement with local and Alaska Native communities.

4. Response to EVOSTC Review, Recommendations and Comments (if applicable)

Describe how any EVOSTC-related review comments or recommendations for the proposal or project were addressed during the reporting period, if applicable. Any PI responses to EVOSTC-related review comments or recommendations for the proposal or project may also be included in this section.

5. Budget

Fill in the "Actual Cumulative" column in your project budget summary spreadsheet. Copy and paste the table as a picture file. Adjustments between line items and fiscal years are allowed if they do not alter the underlying scope or objectives of the project but requested reallocations over 10% of the total budget amount require approval by the EVOSTC Executive Director. Please see the Trustee Council's Financial policy for details. Explain any adjustments in the "Comments" box in the budget spreadsheet and in this section of the annual report.

D. Submission, Review, and Distribution

1. Submission for Review

The Principal Investigator, or Program Lead, as applicable, shall electronically submit each report as a separate electronic document to the Trustee Council Executive Director or upload to Research Workspace.

(a) Subject Line The subject line of the e-mail transmitting the annual project report or summary must include the project number and the words "annual project report" (e.g., "035620 Annual Project Report), or "annual program status summary" (e.g., "035620 Annual Program Status Summary").

(b) Electronic Format Submissions must be in electronic format. An electronic report or summary shall be submitted as a Microsoft Word document with all figures and tables embedded. Budgets shall be submitted as Excel files in the Trustee Council provided form.

2. Review Process

Annual project reports and annual program status summaries shall be reviewed by the Trustee Council Executive Director. These reports and summaries shall also be reviewed by the Program's Science Review Panel (if applicable) and the Trustee Council's Science Panel. Reports will also be circulated to the Public Advisory Committee, agency staff and Trustees. The review process will be used to determine whether continued funding of the project is warranted and to guide further work on the project. Any written comments on a report or summary shall be provided to the Principal Investigator(s) or Program Lead(s), as applicable, and kept on file at the Trustee Council Office, and are available upon request. Comments and questions and responses to those are recorded in the Draft Work Plan which is a public document and available on the EVOSTC website.

3. Distribution

Annual project reports and annual program status summaries shall be kept on file as electronic documents at the Trustee Council Office, available upon request. These reports and summaries shall also be posted on the Trustee Council's website at www.evostc.state.ak.us.

III. FINAL REPORTS

Final reports are prepared at the completion or end of funding for a project or the end of a funding cycle. Additional funding will not be provided for the completion of final reports. These reports require a different format and some differences in content from annual reports. Similar to annual reports, final reports include a written narrative and an accounting of cumulative spending through project completion. Written narratives follow a prescribed format and are submitted in Microsoft Word. Cumulative spending is submitted as part of the Trustee Council's budget spreadsheet in Microsoft Excel.

A. Preparation of Final Reports

1. Content Format

Authors shall follow the monograph style format set out below to prepare final reports. If the use of chapters is preferred, the chapters will come after the Objectives Section and replace the Methods, Results, and Discussion sections described in III (A) (1). Reports shall meet acceptable scientific standards of completeness and detail that permit an independent scientific reader to evaluate the reliability and validity of the methods, data, and analyses. Submissions must be in electronic format, as a Microsoft Word document with any figures and tables embedded, and watermarked "DRAFT".

(a) Report Cover Examples of final report covers are provided (Appendix C). A final report cover shall

i. identify the reporting using the appropriate series title, for example:

(a) *Exxon Valdez* Oil Spill Long-Term Monitoring Program (Gulf Watch Alaska) Project Final Report (Appendix C)

(b) *Exxon Valdez* Oil Spill Herring Research and Monitoring Program Project Final Report (Appendix C)

(c) *Exxon Valdez* Oil Spill Long-Term Research and Monitoring Program (or Project) Final Report (Appendix C)

(d) *Exxon Valdez* Oil Spill Mariculture Project Final Report (Appendix D)

(e) *Exxon Valdez* Oil Spill Education and Outreach Project (or Program) Final Report (Appendix E)

(f) other program or project series that may be designated by the Trustee Council.

ii. provide a report title (this should match the original proposal title),

iii. include the project identification number. The project number that appears on the final report will be the number of the final year of funding. For example, if the project started in 2021 and ended in 2026, the final report number will begin with 2620 and then the four-digit unique project or program identifier. Projects within a program should include the unique project letter at the end of the number.

iv. identify the author(s) with appropriate affiliation(s),

v. includes the date (month and year) of publication, and

vi. include a non-discrimination statement toward the bottom of the page on the inside front cover. See Appendix D.

(b) Title Page The Title Page of the report shall immediately follow the report cover page and non-discrimination statement and be identical in content and format to the front of the report cover page.

(c) Study History, Abstract, Key Words, Project Data and Citation Following the Title Page, the report shall include, on not more than two pages: a study history, an abstract, key words, summary of data gathered during the project, and a recommended citation for the final report. See Appendix I.

i. Study History A brief study history shall include reference to any prior project numbers, changes in the title of the project or report over time, annual project reports or other reports which contributed to the final report, and citation of publications that have preceded publication of the final reports (if publication year is not available indicate status i.e., in prep, submitted, in press). See section (p) below for details. If the final report includes information regarding related projects or is a synthesis, the study history should reference this information. *Do not use abbreviations or acronyms in the study history.*

ii. Abstract An abstract, with a maximum length of 200 words, shall enable readers to quickly identify the basic content of the report, determine its relevance to their interests and thus decide whether to read the document in its entirety. If the final report consists of several chapters or manuscripts, the abstract shall summarize the entire report. See Use of Manuscripts for Final Report Writing, III (A) (3). *Do not use abbreviations or acronyms in the abstract.* This abstract is submitted by the Alaska Resources Library and Information Services (ARLIS) to the National Technical Information Service.

iii. Key Words A short list of key words, **up to 12 in alphabetical order,** shall be provided. Include words from the title and others that identify

(a) common and scientific names of principal organisms, if any,

(b) geographic area or region,

(c) phenomena and entities studied (e.g., behavior, reproduction),

(d) methods (only if the report describes a new or improved method), and

(e) other words not covered above but useful for indexing.

iv. Project Data A summary of the data collected during the project shall be provided to preserve the opportunity for other researchers and the public to access these data in the future. The summary shall

(a) describe the data,

(b) indicate the format of the available data collections,

(c) identify the archive in which the data have been stored or the custodian of the data (including contact name, organization, address, phone/fax, e-mail, and web address where data may be acquired), and

(d) indicate any access limitations placed on the data. Limiting access requires written pre-approval by the Trustee Council Office.

v. Citation A recommended citation for the final report shall be provided. See Appendix E for the correct citation format.

(d) Table of Contents Include List of Tables, Figures, and Appendices. Include subheadings if needed. For example, see Appendix E.

(e) Executive Summary The executive summary shall

i. consolidate principal points of the report in one place and provide enough detail for the reader to understand the significance of the report without having to read it in full;

ii. be written so that it can be understood independently of the report (i.e., it must not refer to figures, tables, or references contained elsewhere) and all acronyms, uncommon symbols, and abbreviations must be defined;

iii. not exceed four pages set at 1.15 spacing;

iv. concisely state the objectives, methods, results, and conclusions of the report and reference any related projects or synthesis; and

v. be organized in the same manner as the report it summarizes.

(f) Introduction The introduction shall

i. reference any related projects or synthesis, where appropriate, and

ii. clearly present the nature and scope of the problem investigated, including the general area in which field activities were conducted and review pertinent literature.

(g) Objectives The statement of objectives shall be the same as the objectives identified in the approved proposal. If the objectives have changed, describe what has changed and why.

i. If using chapters, the chapters for which the objectives are described will be listed in this section. For example:

Objective 1: Document location, timing, and direction of Pacific herring seasonal migrations (Chapter 1)

Objective 2: Relate large-scale movements to year class and body condition (Chapter 2)

(h) Methods The discussion of methods shall include a clear description of

i. the study area,

ii. sample collection methods, and

iii. data analyses.

To the extent the methodology differs from that described in the original proposal, explain the reason for the deviation.

(i) Results The presentation of results shall clearly state the findings of the data collected without bias or interpretation.

(j) Discussion The discussion section shall

i. interpret the study results and explore the meaning and significance of the findings, including alternative interpretations of the results,

ii. discuss whether the study hypotheses are upheld or disproven (if applicable),

iii. discuss whether the study objectives and goals are accomplished,

iv. note where there are unanswered questions, and

v. where appropriate, cite relevant findings from other Trustee Council-funded studies, including published literature.

(k) Conclusions This shall be a brief, clear statement of the conclusions that are apparent from the discussion. Major unanswered questions shall be identified. Suggestions for further studies may be included.

(l) Acknowledgements As part of the acknowledgements, include the following disclaimer "These findings and conclusions presented by the author(s) are their own and do not necessarily reflect the views or position of the *Exxon Valdez* Oil Spill Trustee Council."

(m) Literature Cited Use the format described in the Journal of Wildlife Management, Wildlife Society Bulletin, and Wildlife Monographs Author Guidelines (Cox et al. 2020; https://wildlife.onlinelibrary.wiley.com/hub/journal/19372817/forauthors.html). Examples are shown in III (A) (2) (a) (ii).

(o) Other References List any presentations (indicate oral or poster and name of conference and date), reports, or outreach materials that were created based on the work of this project. Provide links to the materials that are publicly available and the location and audience for any listed presentations. For example:

Cushing, D., K. Kuletz, R. Hopcroft, S. Danielson, and E. Labunski. 2017. Shifts in cross-shelf distribution of seabirds in the northern Gulf of Alaska under different temperature regimes, 2007-2015. Poster Presentation. The 44th Meeting of the Pacific Seabird Group, Tacoma, WA. 25-29 January.

(p) Appendices This section may include

i. any supplementary tables and figures, and

ii. PDF files of any publications produced. For each publication add each page as a .jpg or .png file and add the following text in the header: Open access publication available at <insert hyperlink>. For an example, please see Appendix A in final report for project 16120114-R.

2. Technical Format

The following guidelines shall help provide consistent formatting.

(a) Word Processing Conventions

i. Standard settings

Line

Line spacing	Multiple at 1.15
Hyphenation	off (i.e., do no hyphenate at right margin)
Justification	left (i.e., do not right-justify margin)
Margins	1 inch at top, bottom, left and right
Tabs	every 0.5 inch
Widow Protection	yes

Page Numbers

Position	bottom center
No numbers	cover, OEO/ADA page (inside front cover), title page

Roman numerals	lower case (i, ii, iii, iv, v, vi, etc.) use for front matter, which includes Study History, Table of Contents, List of Tables, List of Figures and List of Appendices
Arabic	1, 2, 3, etc. use for narrative, beginning with the Executive Summary

Pages

Page Header	none
Page Watermark	DRAFT (all pages)
Font	Times New Roman, 12 point. If Times New Roman is not available, alternate serif font shall be used (e.g., Palatino, Bookman, or New Century Schoolbook).

ii. Literature Citations For citations, use the format described in the Journal of Wildlife Management, Wildlife Society Bulletin, and Wildlife Monographs Author Guidelines (Cox et al. 2020; https://wildlife.onlinelibrary.wiley.com/hub/journal/19372817/forauthors.html). Examples for common types of cited documents are shown below. Start each citation with a hanging indent as shown:

Byrd, G. V., D. Gibson, and D. L. Johnson. 1974. The birds of Adak Island, Alaska. Condor 76:288-300. (journal article; note space between author initials for all entries)

Burnham, K. P., and D. R. Anderson. 1998. Model selection and inference: a practical information-theoretic approach. Springer-Verlag, New York, New York, USA. (book)

Mosby, H. S. 1967. Population dynamics. Pages 113–136 *in* O. H. Hewitt, editor. The wild turkey and its management. The Wildlife Society, Washington, D.C., USA. (book chapter)

Stout, S. L., and R. Lawrence. 1996. Deer in Allegheny Plateau forests: learning the lessons of scale. Pages 92–98 *in* Proceedings of the 1995 Foresters Convention. Society of American Foresters, 28 October–1 November 1995, Portland, Maine, USA. (proceedings)

Tacha, T. C. 1981. Behavior and taxonomy of sandhill cranes from mid-continental North America. Dissertation, Oklahoma State University, Stillwater, USA. (use Thesis to denote Master of Science or Master of Arts)

U.S. Fish and Wildlife Service [USFWS]. 1999. Endangered species database. <http://www.fws.gov/endangered/>. Accessed 7 Oct 1999. (website)

(b) Other Conventions

i. Electronic Format Submissions must be in electronic format. An electronic report or summary shall be submitted as a Microsoft Word document with all figures and tables embedded.

ii. Italics Use italics for Latin names and for *Exxon Valdez*.

iii. Terms for oil spill When referring to the oil spill that occurred because the *Exxon Valdez* ran aground, use *Exxon Valdez* oil spill. After the first mention of the *Exxon Valdez* oil spill, refer to it simply as the spill or abbreviated as EVOS.

iv. Acronyms Clearly define any acronyms. Acronyms must be defined in the initial use. Do not use abbreviations and acronyms in the Abstract.

v. Terms Use the terms "damages" and "injury" as defined by Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) regulations (See 43 CFR 11.14).

(a) "Damages" means the amount of money sought by the natural resource trustee as compensation for injury, destruction, or loss of natural resources.

(b) "Injury" means a measurable adverse change, either long or short-term, in the chemical or physical quality or the viability of a natural resource resulting either directly or indirectly from exposure to a discharge of oil. Injury encompasses the phrases "destruction" and "loss".

(c) "Destruction" means the total and irreversible loss of a natural resource.

(d) "Loss" means a measurable adverse reduction of a chemical or physical quality or viability of a natural resource.

vi. Spelling Use American English and not British English (e.g., color vs. colour, analyzed vs. analysed).

vii. Tables Use the Tables function in Word instead of pasting Tables as a picture file. Follow the Journal of Wildlife Management style for tables (Table 1).

Table 1. This example table is from Cox et al. 2020. When possible, minimize the use of abbreviations, especially with long lists of variables (e.g., use tree density rather than TR_DEN). Do not forget to define abbreviations and terms in each table title or as footnotes (e.g., AIC_c, K, ANOVA). Table titles should describe the variables displayed, species studied, and the dates and locations at which the data presented were gathered.

	Animal Group

Site[a]	Avian Insectivorous	Avian Carnivorous	Mammalian Insectivorous	Mammalian Carnivorous
Xeric	5	3	2	5
Mesic	7	5	1	3
Hydric	8	7	5	8

[a]For footnotes, use lower-case Roman letters.

*Use an asterisk for probability levels.

3. Use of Manuscripts for Final Report Writing and Submission

The Trustee Council encourages Principal Investigators to publish the results of their work in peer-reviewed journals. With the written approval of the Trustee Council's Executive Director, and on a project-by-project basis, manuscripts or journal articles may be used to satisfy project final report writing requirements.

(a) Authority to Use Manuscripts Principal Investigators shall contact the Executive Director to request written approval to use a manuscript(s) as the body of a final report.

(b) Objectives Because final reports are the primary and permanent record of how Trustee Council funds are spent and what has been accomplished with those funds, it is necessary that these reports address all the objectives for which the Trustee Council has provided funds.

i. If all the project's objectives are completely described within one or more manuscripts being prepared for publication, a copy of the manuscript(s) may be submitted as the entire body of the report. Refer to Standard Format requirements Section III (A) (3) (c) below.

ii. If a project's objectives are not all described completely within one or more manuscripts, the manuscript(s) may serve as a portion of the report. For example, if only two of five objectives are addressed in a manuscript, the report shall include – in addition to the manuscript – information on the three objectives not covered in the manuscript. The two objectives covered by the manuscript shall be referenced in the report as appropriate (e.g., in the Methods and Results sections) and substantially integrated into the Discussion section, where there shall be an overall discussion of the project. In such cases, the combination of the manuscript and additional report material shall present an organized, integrated, and complete account of the project activities and results.

(c) Standard Format Every report, regardless of whether it is in the standard format or includes manuscripts, shall adhere to the formatting prescribed for the Report Cover, Title Page, Study History, Abstract, Key Words, Project Data and Citation. See Content Format Section III. A. 1.

(d) Copyright and Publication Rights When a manuscript is used to fulfill report writing requirements, it must be in a form that can be duplicated freely and posted on the Trustee Council website. This may require obtaining permission from the publisher. When appropriate:

i. the author shall provide the Trustee Council Office with a copy of the publisher's written permission to duplicate and post the article as part of the report.

ii. the statement "This article is reprinted with permission from the publisher." shall precede the journal article(s) in the report.

(e) Disclaimer Statement Include the following statement in the Acknowledgments section. "These findings and conclusions presented by the author(s) are their own and do not necessarily reflect the views or position of the *Exxon Valdez* Oil Spill Trustee Council."

(f) Reprints Investigators who publish the results of Trustee Council-sponsored projects shall provide the Trustee Council Office an electronic copy with reprint rights (email to Executive Director).

4. Due Date

Draft *project* final reports shall be submitted to the EVOSTC Executive Director for review by **March 1** in the year following the fiscal year in which project work was completed. For a February 1-January 31 fiscal year, the report is due by **March 1** immediately following the end of the fiscal year. Submissions must be in an electronic format as a Microsoft Word document with any figures and tables embedded, and watermarked "DRAFT". *Program* final reports shall be submitted to the EVOSTC Executive Director by **April 1** in the year following the fiscal year in which project work was completed.

(a) Request for Extension If the due date cannot be met, the Principal Investigator shall file an extension request with the Executive Director at least **30** days prior to the due date. The request must be in writing and must state the reason the due date cannot be met. With approval of the Executive Director, an alternative final report due date may be identified.

B. Review Process

1. Initial Review

The Trustee Council highly recommends that Principal Investigators perform internal reviews of draft final reports before submitting them to the Trustee Council Executive Director.

(a) Long-Term Research and Monitoring Program and Projects Program Leads, and if applicable, the Program Coordinator or similar member(s) of a program leadership team will conduct a review for completeness, provide comments, identify questions, and suggest revisions as appropriate for the draft final report. It is also strongly suggested that a member of the Program's Science Review Panel conduct a review of the draft final report. Principal Investigators will revise their draft final reports to address review comments.

(b) Mariculture, Education and Outreach Projects If applicable, the Principal Investigator's Agency Liaison or Institution Liaison will conduct a review for completeness, provide comments, identify questions, and suggest revisions as appropriate for the draft final report. Also, if applicable, draft final reports will also go through an agency or institution internal review. Principal Investigators will revise their draft final reports to address review comments.

2. Submission

Principal Investigators will submit the revised draft final report to the Trustee Council Executive Director by using the Research Workspace or email. The electronic copy shall be submitted as a Microsoft Word document with any figures and tables embedded, and watermarked "DRAFT". The Executive Director may request a copy of the reviewers' comments and authors' responses.

3. Revision

The Trustee Council Executive Director will review the draft final report and email Principal Investigators with edits and comments within the report. Within 15 days of receiving review comments, Principal Investigators will revise their draft final reports to address review comments.

4. Format Review

Once the draft final report is accepted by the Trustee Council Executive Director, the document shall undergo a format review for compliance with the report format standards, all references to "draft" will be removed, and any revision needed for format compliance will be made. If necessary, the draft final report may be returned to the Principal Investigator for completion of required format revision.

5. Approval

The Trustee Council Executive Director shall notify the Principal Investigator, Project Manager, and Program Leads, where applicable, by email of final report acceptance and format approval, and will include an attachment of the final copy of the report.

C. Distribution Process

Final reports, in locked PDF format, shall be posted on the Trustee Council website at www.evostc.state.ak.us. The Trustee Council's staff will provide links to the posted final reports to ARLIS, the Alaska State Library and National Technical Information Service (NTIS) to fulfill state and federal depository requirements. See Appendix A, How to Find EVOSTC Project Reports.

APPENDIX A. HOW TO FIND EVOSTC PROJECT REPORTS

A list of *Exxon Valdez* Oil Spill Trustee Council (EVOSTC or Trustee Council) final reports and annual (prior to 2002) reports is maintained at the EVOSTC website at www.evostc.state.ak.us/Publications/bibliographies.cfm.
EVOSTC reports are available as listed below. Reports are also submitted to the Alaska State Library and the National Technical Information Service in fulfillment of state and federal depository requirements.

Final project reports are available full text at:

- EVOSTC website. The Trustee Council's database of restoration projects is searchable via Project Search by project number, researcher, or project title.
- Alaska Resources Library and Information Services (ARLIS) catalog. The catalog is searchable by title, project number, Principal Investigator, additional authors, series title, subject heading, and key words. A searchable notes field in the catalog record may describe the report and provide additional access points. When available from the catalog record, a link takes the researcher to the full-text report. Paper copies of reports are available for check-out at ARLIS and are loaned worldwide through interlibrary loan.
- National Technical Information Service (NTIS). Copies of most final reports can be purchased in electronic, paper or microfiche formats through NTIS at (703) 487-4650 or www.ntis.gov.

Annual project reports are available as full-text documents at:

- EVOSTC website. The Trustee Council's database of restoration projects is searchable via Project Search by project number, researcher, or project title.
- ARLIS catalog. Annual reports for projects funded prior to 2002 are digitally available through the ARLIS catalog. Paper copies are available for check-out and are loaned worldwide through interlibrary loan.

Program Status Summaries are available full text at the EVOSTC website. The Trustee Council's database of restoration projects is searchable via Project Search by project number, researcher, or project title.

Report Numbers: When locating a report, it may be helpful to understand how the reports are numbered. For purposes of identification each project is assigned a unique number. The project number that appears on the final report is the number of the final year of funding. Over time the Trustee Council's project numbering system has evolved to meet the changing needs of the Restoration Program.

- Natural Resource Damage Assessment (NRDA) Studies: Funded in 1989 to 1992, these studies were designated by alpha-numeric study numbers (e.g., MM6 for "Marine Mammal Study 6" or FS2 for "Fish/Shellfish Study 2"). These reports were published in the series, *Exxon Valdez* Oil Spill State/Federal Natural Resource Damage Assessment

Annual Report, or *Exxon Valdez* Oil Spill State/Federal Natural Resource Damage Assessment Final Report.

- Restoration Projects: In 1993 the Trustee Council shifted the program emphasis from damage assessment to restoration, and projects were given five-digit numbers. The first two digits indicate the funding year and the last three digits identify the individual project. Initially, continuing projects received a new project number each year, but in 1995 the Trustee Council began using the unique project identifier, and the same last three digits were used to identify an individual project each year it was funded. Large projects were divided into several smaller subprojects, and numbers and/or letters were added to the project number to identify these subprojects (e.g., 95320S or 95139C1). Some NRDA studies focused on restoration activities were continued as restoration projects in 1993. From 1993 to 2001 restoration project annual reports were published in the series, *Exxon Valdez* Oil Spill Restoration Project Annual Report. Beginning in 2002, annual reports were no longer published, but are available in electronic format at the EVOSTC website. Restoration project final reports are published in the series, *Exxon Valdez* Oil Spill Restoration Project Final Report.
- *Exxon Valdez* Oil Spill Gulf Ecosystem Monitoring and Research Program (GEM): These projects were funded between FY 2002 and FY 2006. GEM projects funded in 2002 have five-digit numbers as described above. GEM projects funded after FY 2002 have six-digit project numbers (e.g., 030647). The first two digits identify the fiscal year in which the project was funded, and the last four digits are the unique project identifier. Some early GEM report numbers are preceded by a "G", but this practice was discontinued. These final reports were published in the series, *Exxon Valdez* Oil Spill Gulf Ecosystem Monitoring and Research Project Final Report.
- Restoration Projects funded in 2003 to 2009: These projects have six-digit project numbers. The first two digits represent the fiscal year of funding and the last four digits are the unique project identifier. These final reports were published in the series, *Exxon Valdez* Oil Spill Restoration Project Final Report.
- Projects funded from FY 2010 to 2021: The projects have eight-digit project numbers: the first two digits designate the current funding year, the second two digits represent the year the initial funding was authorized by the Trustee Council, and the last four digits are the unique project identifier. Trustee Council-funded programs are given an eight-digit number that follows the same numbering scheme. Each project within a program receives the program's eight-digit number with the addition of a letter designation beginning with "A". Projects that submit amendments receive a designation of "Am" followed by the date of the amendment. These project final reports are published in the series, *Exxon Valdez* Oil Spill Restoration Project Final Report. Reports from projects within a program are published in the series, *Exxon Valdez* Long-Term Monitoring Program (Gulf Watch Alaska), *Exxon Valdez* Long-Term Herring Research and Monitoring Program, *Exxon Valdez* Data Management Program, or other series that may be designated by the Trustee Council.

APPENDIX B. EVOSTC ANNUAL REPORTING FORMS

Links to the appropriate annual reporting forms are listed below and can also be found on the Council's website here.

Long-Term Research and Monitoring, Mariculture, Education and Outreach Project Annual Reporting Form

Long-Term Research and Monitoring Program Annual Reporting Form

APPENDIX C. FINAL REPORT TITLE AND COVER PAGE EXAMPLE FOR ALL PROJECTS

Exxon Valdez Oil Spill
Long-Term Monitoring Program (Gulf Watch Alaska) Program Final Report
or
Long-Term Herring Research and Monitoring Program Final Report
or
Data Management Program Final Report
or
Long-Term Research and Monitoring Program (Gulf Watch Alaska) Program Final Report
or
Long-Term Research and Monitoring Program (Gulf Watch Alaska) Project Final Report
or
Mariculture Project Final Report
or
Education and Outreach Project Final Report

Project or Program Title from Proposal

Exxon Valdez Oil Spill Trustee Council Project [Number]
Final Report

Author1 Name

Organization Name
Address
Address

Author2 Name

Organization Name
Address
Address

Month Year

APPENDIX D. FINAL REPORT NON-DISCRIMINATION STATEMENT PAGE FOR ALL PROGRAMS AND PROJECTS

Title Page is the same as the Cover Page and comes after this page

The *Exxon Valdez* Oil Spill Trustee Council administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The Council administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Action of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. If you believe you have been discriminated against in any program, activity, or facility, or if you desire further information, please write to: EVOS Trustee Council, 4230 University Dr., Ste. 220, Anchorage, Alaska 99508-4650, or dfg.evos.restoration@alaska.gov; or O.E.O., U.S. Department of the Interior, Washington, D.C. 20240.

APPENDIX E

APPENDIX E. FINAL REPORT SECTION III. (A) (1) (C) AND (D) EXAMPLE

Long-term Monitoring of Plankton Populations on the Alaskan Shelf and in the Gulf of Alaska using Continuous Plankton Recorders.

Exxon Valdez Oil Spill Trustee Council Project 16120114-A
Final Report

Study History: The first Continuous Plankton Recorder project supported by the *Exxon Valdez* Oil Spill Trustee Council (Project 02624-BAA), built on a large-scale plankton sampling program that was initially funded by the North Pacific Marine Research Initiative in 2000 and 2001. Recognizing the relevance to the planned Gulf Ecosystem Monitoring program, the *Exxon Valdez* Oil Spill Trustee Council awarded one year of funding for two transects in 2002, one north-south and one east-west across the Gulf of Alaska. The North Pacific Research Board then provided funding for the east-west transect from 2003. Funding for the north-south transect was continued through the *Exxon Valdez* Oil Spill Trustee Council Gulf Ecosystem Monitoring program for four more years (until 2008) via projects 030624 and 040624. After the Gulf Ecosystem Monitoring program ended, the value of the plankton data to herring restoration efforts was acknowledged with an additional year of funding as Restoration Project 070624 and, subsequently, as a contract under the Integrated Herring Research Program for 3 years (2010-2012), project 12100624. At about this time, a funding consortium for the North Pacific Continuous Plankton Recorder survey was established under the auspices of the North Pacific Marine Science Organization, so that several agencies (including the North Pacific Research Board and Department of Fisheries and Oceans, Canada) contributed to the survey's costs and reducing the amount requested from the *Exxon Valdez* Oil Spill Trustee Council. From 2012, the Continuous Plankton Recorder project became part of the Long-Term Monitoring Program of the *Exxon Valdez* Oil Spill Trustee Council (Gulf Watch Alaska) with 4 years of funding under the contract described in this final report, beginning in 2013. Annual reports have been submitted for each year of this contract. We have continued to work closely with Herring Research and Monitoring Principal Investigators throughout this contract and a paper resulting from that collaboration was published earlier this year (Batten et al. 2016).

Abstract: Five years of large-scale plankton data (2012-2016) have been collected using a Continuous Plankton Recorder towed behind a commercial ship on its route into Cook Inlet. Sampling occurred monthly between spring and autumn each year. The time series is now 17 years in length. The last three years of the five years summarized here sampled plankton during unusual, and persistent, warm conditions resulting in plankton communities on the Alaskan shelf that were biased towards smaller zooplankton. Large diatoms were also low during this warm period, caused by increased grazing by higher numbers of zooplankton or unfavorable nutrient conditions. Warm water copepods were more numerous than average. The plankton communities were thus different with lower diatoms and increased smaller warm water species (and for an extended period of time) from those sampled in other years, even warm years, since 2000. We speculate that first-year growth in juvenile herring may be poor in 2014-2016 given previously documented relationships showing that the first year growth of Prince William Sound herring was greater in years with higher abundances of smaller sized plankton, particularly the large diatoms.

APPENDIX E

Key words: Biological oceanography, Continuous Plankton Recorder, Cook Inlet, Gulf of Alaska, monitoring, phytoplankton, plankton, Prince William Sound, zooplankton

Project Data: Data exist as abundances per sample for 418 zooplankton and phytoplankton taxonomic entities together with sample location, time and date of collection (with position reported as the mid-point of each 18.5 km sample). Data from over 1,000 processed samples from 2012-2016 (and > 4,000 samples from previous years) are available from Sonia Batten, email soba@sahfos.ac.uk, through the Gulf of Alaska Data Portal: http://portal.aoos.org/gulf-of-alaska.php#metadata/87f56b09-2c7d-4373-944e-94de748b6d4b/project, or through the DataONE catalog: https://doi.org/10.24431/rw1k112.

The data custodian is

Carol Janzen, Alaska Ocean Observing System, 1007 W. 3rd Ave. #100, Anchorage, AK 99501, 907-644-6703. janzen@aoos.org.

Some data can also be viewed and plotted at http://pices.int/projects/tcprsotnp/default.aspx.

Temperature data from temperature loggers mounted on the Continuous Plankton Recorder are also available, either from Sonia Batten or from the project website above.

There are no limitations on the use of the data, however, it is requested that the authors be cited for any subsequent publications that reference this dataset. It is strongly recommended that careful attention be paid to the contents of the metadata file associated with these data to evaluate data set limitations or intended use.

Citation:

Batten, S. D., and R. Brown. 2018. Long-term monitoring of plankton populations on the Alaskan shelf and in the Gulf of Alaska using Continuous Plankton Recorders. Long-Term Monitoring Program (Gulf Watch Alaska) Final Report, (*Exxon Valdez* Oil Spill Trustee Council Project 16120114-A), *Exxon Valdez* Oil Spill Trustee Council, Anchorage, Alaska.

APPENDIX E

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES