

Exxon Valdez Oil Spill Trustee Council



Procedures for the Preparation and Distribution of Project Reports for:

General Restoration, Habitat Enhancement,
Habitat Protection, and Facilities Projects

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TABLE OF CONTENTS

I. INTRODUCTION	1
A. Additional Guidelines	1
B. Project Numbers	1
1. Examples	1
2. Previous Numbering Conventions.....	2
II. QUARTERLY PROJECT REPORTS	3
A. Quarterly Project Report Content	3
1. Written Narrative.....	3
a. Summary of Work Performed	4
b. Abstract	4
c. Coordination and Collaboration.....	4
d. Response to EVOSTC Review, Recommendations, and Comments.....	4
e. Picture File of Budget	5
2. Accounting of Cumulative Spending	5
B. Submission for Review	5
1. Review Process	5
2. Distribution.....	6
III. FINAL REPORTS	7
A. Preparation of Final Reports	7
1. Content.....	7
2. Due Date.....	8
3. Submission	8
4. Revision	8
5. Format Review	8
6. Approval	9
C. Distribution Process	9
APPENDIX A. How to Find EVOSTC Project Reports	10
APPENDIX B. EVOSTC Reporting Forms	11
APPENDIX C. Final Report Title and Cover Page Example	12
APPENDIX D. Final Report Non-Discrimination Statement Page for All Programs and Projects..	13

I. INTRODUCTION

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These *Procedures for the Preparation and Distribution of Reports* provide instructions regarding the preparation and distribution of reports for Habitat enhancement and protection and facilities 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*, to the extent they apply to habitat enhancement and protection and facilities project reports:

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

19110853 indicates the project received funding in 2019.

19110853 indicates the project was initially funded in 2011.

19110853 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-A indicates a project within the above program.

I. INTRODUCTION

12120114-A-Am12.12.12 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. For information on previous project numbering conventions, See [Appendix A](#), How to Find EVOSTC Project Reports.

II. QUARTERLY PROJECT REPORTS

II. QUARTERLY PROJECT REPORTS

All Principal Investigator(s) shall submit quarterly reports on June 1, September 1, December 1, and March 1. Reports should be submitted to the EVOSTC Program Officer.

A. Quarterly Project Report Content

Reports include two parts: a written narrative and an accounting of cumulative spending through the funding period.

1. Written Narrative

Written narratives must be submitted in Microsoft Word, with figures and tables embedded. Narratives shall include the information listed below and be submitted using the appropriate form. See [Appendix B](#) for an example report form.

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 the Principal Investigator(s) submitting the report.

Reporting Period The EVOSTC fiscal year starts on February 1 and ends on January 31 of the next calendar year. The reporting period for each report is as follows:

<i>Reporting Period</i>	<i>Due Date</i>
February, March, April	June 1
May, June, July	September 1
August, September, October	December 1
November, December, January	March 1

Submission Date Specify month, day, and year.

Project Website Include hyperlink if applicable.

When submitting a report, 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, due diligence, construction delays etc.), any impact to the project objectives, and the plan to resolve them. Any changes that alter the scope of the project require approval by the Trustee Council's Executive Director.

II. QUARTERLY PROJECT REPORTS

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

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

Please also include the following information:

a. Summary of Work Performed

Provide a summary of work performed during the reporting period, including any results available to date, findings and/or project successes, and how the original project objectives are being met. Any deviation from the original project objectives should be discussed. Any known problems or unusual developments or any other significant information shall also be described.

b. Abstract

Provide a shorter, more succinct summary of work performed during the reporting period and on the project overall, not to exceed 200 words. This summary will be used to provide regular updates on the project to the Trustees.

c. Coordination and Collaboration

For this section, provide information on coordination and collaboration with any other groups, if applicable. These may include entities like the Alaska SeaLife Center, the Prince William Sound Science Center, Native corporations or Tribes, local or other government entities, etc. If applicable, please explain how your project relates to or complements other nearby projects. 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. If the project required or included collaboration with other agencies, organizations, or scientists, such arrangements should be fully explained, and the names of agency or organization representatives involved in the project should be provided. If the project conflicts with another project, please note this and explain why.

d. Response to EVOSTC Review, Recommendations, and Comments

Describe how any EVOSTC review comments or recommendations for the proposal or project were addressed during the reporting period, if applicable.

II. QUARTERLY PROJECT REPORTS

e. Picture File of Budget

As described above, in addition to the written narrative, PIs should submit an accounting of cumulative spending through the funding period (see 2, below). Please copy and paste this table as a picture file into the written narrative as well.

2. Accounting of Cumulative Spending

Cumulative spending should be submitted in Microsoft Excel as part of the Trustee Council's budget spreadsheet that was provided to you. Fill in the "Actual Cumulative" column. As mentioned above, this should also be copied and pasted as a picture file into the written narrative. 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.

B. Submission for Review

The Principal Investigator(s) shall electronically submit its reports to the Trustee Council Program Officer.

(a) Subject Line The subject line of the e-mail transmitting the report should include the project number and the words "quarterly project report" (e.g., "035620 Quarterly Project Report").

(b) Format Submissions must be submitted electronically as a Microsoft Word document with all figures and tables embedded. Budgets shall be submitted as Excel files in the Trustee Council provided form.

1. Review Process

Quarterly project reports will be reviewed by the Trustee Council Program Officer, and may also be reviewed by the Executive Director, other EVOSTC staff or contractors, or agency staff. These reports may also be reviewed by the Trustee Council's Science Panel or Public Advisory Committee (PAC), if determined appropriate by the Executive Director. The review process will be used to determine whether continued funding is warranted and to guide further work on the project. Any written comments on a report shall be provided to the Principal Investigator(s) 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.

II. QUARTERLY PROJECT REPORTS

2. Distribution

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

III. FINAL REPORTS

III. FINAL REPORTS

Final reports are prepared at the completion or end of funding for a project. Similar to quarterly reports, final reports include a written narrative and an accounting of cumulative spending through project completion. Written narratives must be 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

(a) Report Cover Page An example of a final report cover page is provided as [Appendix C](#). A final report cover page shall:

- i. Identify the report using the appropriate series title, for example:
 - (a) *Exxon Valdez Oil Spill Habitat Enhancement Project Final Report*
- 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;
- iv. identify the author(s) with appropriate affiliation(s);
- v. include 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) Abstract Following the Title Page, the report shall include an abstract, with a maximum length of 200 words. The abstract should enable readers to quickly identify the basic content of the report and determine its relevance to their interests. This abstract is submitted by the Alaska Resources Library and Information Services (ARLIS) to the National Technical Information Service.

(d) Table of Contents Include report headings as well as a list of any tables, figures, and/or appendices. Include subheadings if needed. As an example, please see the Table of Contents above in these reporting procedures.

III. FINAL REPORTS

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

(f) Discussion The discussion section shall

- i. clearly describe the work completed; and
- ii. reference any related projects, where appropriate.

(p) Appendices This section may include

- i. any supplementary tables, figures, or photos.

2. Due Date

Draft project final reports shall be submitted to the EVOSTC Program Officer for review by **March 1** in the year following the fiscal year (February 1-January 31) in which the project was completed.

(a) Request for Extension If the due date cannot be met, the Principal Investigator(s) shall file an extension request with the Executive Director, with a cc to the Program Officer, 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.

3. Submission

Principal Investigator(s) must submit the draft final report to the Trustee Council Program Officer via email. The electronic copy shall be submitted as a Microsoft Word document with any figures and tables embedded, and watermarked "DRAFT".

4. Revision

The Trustee Council Program Officer 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 Investigator(s) must revise their draft final reports to address review comments.

5. Format Review

Once the draft final report is accepted by Trustee Council staff, the document will 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(s) for completion of required format revision.

III. FINAL REPORTS

6. Approval

The Trustee Council Executive Director or Program Officer will notify the Principal Investigator(s) 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 PDF format, will 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

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](http://www.evostc.state.ak.us/Publications/bibliographies.cfm) is maintained at the EVOSTC website at www.evostc.state.ak.us/Publications/bibliographies.cfm.

Reports are also submitted to the Alaska State Library and the National Technical Information Service in fulfillment of state and federal depository requirements.

APPENDIX B

APPENDIX B. EVOSTC REPORTING FORMS

A link to the general restoration, habitat enhancement, habitat protection and facilities projects quarterly reporting form is listed below and can also be found on the Council's website [here](#).

[General Restoration, Habitat Enhancement and Protection, and Facilities Projects Quarterly Reporting Form](#)

APPENDIX C

APPENDIX C. FINAL REPORT TITLE AND COVER PAGE EXAMPLE

Exxon Valdez Oil Spill
General Restoration Project Final Report
Or
Habitat Enhancement Project Final Report
Or
Habitat Protection Project Final Report
Or
Facilities Project Final Report

Project 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 Act 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.