

EPSCoR Program – Final Reporting

All DOE EPSCoR Grants (*Implementation Grants* and *EPSCoR-State/National Laboratory Partnership Grants*) required to submit a Final Report no later than 90 days after the expiration period of the award. (e.g., if your grant was funded for three years from August 15, 2006 to August 14, 2009, your Final Report is due on November 14, 2009). If your award was granted a no-cost extension, the Final Report will be due 90 days after the extension period ends.

As identified on the Federal Assistance Reporting Checklist that was provided with your award, a Final Report must be submitted electronically via the DOE Energy Link System (E-Link) with the appropriate DOE Form 241.3. E-Link will allow you to complete the form on line and which can be accessed at <http://www.osti.gov/mlink-2413>. This form will allow you to upload the additional information required in the DOE EPSCoR Program Office described below. The Final Report will include progress reporting data from the full three year grant period and the third-year Progress Report. Please send an additional copy of the Final Report via e-mail to the EPSCoR Program Office (i.e. EPSCoR Program Manager and copied to the EPSCoR Program Administrator).

The format for Final Reports should be similar to that for Progress Reports.

Suggested Format and Contents of Final Reports:

1. DOE award number, name, and address of the recipient (Institution).
2. Project Title and name of the Principal Investigator and Project Director (if applicable).
3. Date of the report and award period covered by the report with approved budget amount.
4. Participating National Laboratory(s) if applicable.
5. A brief description (abstract) of project goal and objective.
6. A description (no more than about 5 pages, shorter reports with long publication lists are preferable) of accomplishments over the three-year period and their significance to the field and must include the Progress Report data since the last progress report. This section may be presented in text, bullet, tables and figure form. Please use the form that you feel is will best represent your accomplishments and results and demonstrate that achievement of project goal. Figures in the report are encouraged. References may be outside the page limit.
7. A list of papers or patents (already published, in press, submitted) in which DOE support is acknowledged.
8. A total list of people who worked on the project –number of graduate and undergraduate students, postdocs, visitors, technicians, etc, during the total funding period. Please indicate for each person whether they received full or partial support under this award. In case of partial support indicate percentage of support.
9. An updated list of other support (current and pending, federal and non-federal.) For each, indicate the overlap, if any, and/or distinctiveness with the DOE-supported project. This could be brief – one or two sentences.
10. Cost status: Show approved budget for the full budget period and actual costs incurred. For cost-sharing, breakout by DOE share, recipient share and total costs. Financials Statements should be reported to DOE Chicago Operations as requested.

Acceptance of your Final Report: The EPSCoR Program Office will review the Final Report for technical merit, requirements and acceptance. If the Final Report is satisfactory, the EPSCoR Program Office will approve and grant technical clearance of your Final Report, and request execution of close-out of your award to DOE Chicago Operations Office. When a Final Report is not satisfactory, the DOE EPSCoR Program Office may not accept the report or request resubmission of the report, and the grant will not be closed-out. This may prevent eligibility for future Notices.

March 2011