AFOSR Final Research Progress Performance Report (RPPR) Instructions

Note: From Jan 2025 until superseded, this document replaces the online form + attached PDF RPPR you may be familiar with.

Quick Instructions
1. If there are any concerns about public release (e.g., ITAR, EAR. Proprietary), please make sure your Program Officer (PO) / International Program Officer (IPO) is aware before you begin this process.
2. Please fill out the Final_RPPR (*.tex or *.docx) and compile/convert to a PDF file. If you want to attach other PDFs, please created a PDF Binder. Only a single PDF will be accepted.
3. E-mail the PDF to technicalreports@us.af.mil and your PO/IPO. If your PDF is >20MB please send an e-mail to technicalreports@us.af.mil with a request for guidance on appropriate conveyance. This e-mail box is checked regularly but not daily. If you do not receive email confirmation of receipt within a week, please contact your PO.
4. Your PO will review the submission.
   a. If your report is approved, this is the end of the Final RPPR submission process.
   b. If your report requires revision, you will work directly with your PO (not technicalreports@us.af.mil) to complete the Final RPPR submission process.

Detailed Instructions for populating Final RPPR

Note: For Boxes 1-9, it is useful to have your Grant Agreement Documentation (including any grant modifications) handy.

Box 1. *Grant number (typically in the form of FA9550-##-1-#### can be found in Block (1. AWARD NO.) of Grant/Cooperative Agreement Award. For LRIR, the Grant number is generally of the form XXCORXXXX.*

Box 2. *Project Title can be found in the text of Block (9. SCOPE/AGREEMENT) of Grant/Cooperative Agreement Award.*

Box 3/4. *Self-explanatory.*

Box 5. *Block (15. GOVT PROGRAM MANAGER) of original grant. If Program Officer has changed during the course of the grant, the new Program Officer is identified in Box 14 of the Grant/Cooperative Agreement Modification.*

Box 6. *Block (8. PERIOD OF PERFORMANCE)*

Box 7. *Block (8. PERIOD OF PERFORMANCE)*

Box 8. *Today's Date.*

Box 9. *"Final Report", "Equipment Report," or "Conference Summary."*

Box 10. *Self-explanatory*

Box 11. *The purpose of this report is to archive the knowledge and experiences gained during this grant. Please note that the function of the Final RPPR is comprehensive whilst the Interim RPPR is meant only to manage incremental progress.*

We have chosen not enforce a particular word limit, font, or response structure to help you communicate most effectively. Please use your judgment and communicate with your PO to provide sufficient detail.

If you wish to add large multimedia attachments (e.g. videos of an experiment), we ask that you work directly with your Program Officer to move these documents into our enterprise data archive.

Box 12. *We do not have a preferred citation style, but please try to be professional in your response style. Also, full website links are preferred for citing digital products.*

Independent of this report, DoD Instruction 3200.12 requires that "Final peer reviewed manuscripts or final published documents must be available for reading, download, and analysis in digital form after a 12-month post-publication embargo period." Upload of final versions of peer-reviewed manuscripts to PubDefense at https://www.osti.gov/elink/DTIC_Wizard.jsp?agencies=DOD. *We do not track this process, but it is a requirement and guarantees public access to tax-funded research.*

Box 13. *Self-explanatory.*

Note: An SF 298 is not necessary for the "Final Research Performance Progress Report, including SF 298 Report Documentation Page" deliverable as it will be generated automatically.