AFOSR <u>Interim</u> Research Progress Performance Report (RPPR) Detailed Instructions

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. *For the first Interim RPPR of this project, the Start of Reporting Period is the beginning of the grant Period of Performance (in Block 8 of the original Grant Award). For subsequent Interim RPPRs, the Start of Reporting Period is 1 day after the previous Interim RPPR due date (found in the REPORTING REQUIREMENTS section of the grant documentation).*

Box 7. *The End of Reporting Period can be found in the REPORTING REQUIREMENTS section of the grant documentation. Note that some contract modifications will result in updated REPORTING REQUIREMENTS.*

Box 8. *Today's Date.*

Box 9. *NOTE: Any text provided in this section may be searchable in Public Databases. Please avoid disclosing any pre-print or proprietary information.*

Box 10. *This box is at the heart of the technical narrative and simultaneous fulfills the RPPR requirements and is for direct communications with your Program Officer. We have chosen not enforce a particular word limit, font, or response structure to help you communicate most effectively. The Interim RPPR accomplishments should reflect a succinct review of the reporting period (generally 1 year or less). Please use your judgment and communicate with your PO to establish an appropriate level of 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 11. *Self-explanatory. If significant changes relative to proposal are reported in writing to the agency through other mechanisms, state, "Nothing to Report," if applicable.*

Box 12. *Specific details are requested for accurate representation of participants and collaborators.*

For Participants, provide the following information for: (1) principal investigator(s)/project director(s) (PIs/PDs); and (2) each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours of effort).

Example:
Name: Mary Smith
Project Role: Graduate Student
Nearest person month worked: 5
Contribution to Project: Ms. Smith has performed work in the area of combined error-control and constrained coding.
Funding Support: The Ford Foundation (Complete only if the funding support is provided from other than this award.)
Collaborated with individual in foreign country: Yes
Country(ies) of foreign collaborator: Honduras
Travelled to foreign country: Yes
If traveled to foreign country(ies),duration of stay: 5 months

Box 13. *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 14. *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.