

DWFP Research Technical Reporting Requirements

Format Requirements for Annual and Final Reports

a. Annual reports must provide a complete summary of the research accomplishments to date with respect to the **approved** Statement of Work. Journal articles **can be** substituted for detailed descriptions of specific aspects of the research, but the original articles **must** be attached to the report as an appendix and appropriately referenced in the text. The importance of the report to decisions relating to continued support of the research cannot be over-emphasized. A report shall be submitted within 30 calendar days of the anniversary date of the award and yearly thereafter. A final report will be submitted upon completion of the research (see para b below for additional requirements for a final report).

b. A final report summarizing work conducted over the entire research period, citing data in annual reports and appended publications shall be submitted at the end of the award performance period. Journal publications **can be** substituted for detailed descriptions of specific aspects of the research, but an original copy of each publication **must** be attached as an appendix and appropriately referenced in the text.

All final reports must include a bibliography of all publications and meeting abstracts and a list of personnel (not salaries) receiving pay from the research effort.

c. There is no page limitation for the reports; each report shall be of sufficient length to provide a thorough description of the accomplishments with respect to the approved Statement of Work. The preferred method to submit the report is electronically (PDF or Word file only) to osd.pentagon.ousd-atl.mbx.afpmb-research@mail.mil. Attention DWFP. Problems accessing this site should be brought to the attention of the AFPMB Webmaster at (301) 295-8316 or david.w.hill150.ctr@mail.mil. The alternative method is to send a hard copy of the report via UPS, FEDEX or DHL (not regular mail) to:

DWFP Program Manager

U.S. Army Garrison – Forest Glen

2460 Linden Lane, Building 172, Silver Spring, MD 20910

d. All reports **shall** have the following elements in this order: front cover, Standard Form (SF 298), table of contents, introduction, body, key research accomplishments, reportable outcomes, conclusions, references, and appendices. Pages shall be consecutively numbered throughout the report. **DO NOT RENUMBER PAGES IN THE APPENDICES BUT DO INCLUDE THE APPENDICES IN THE PAGE COUNT IN BLOCK 18 ON THE SF 298.** Mark all pages of the report which contain proprietary or unpublished data that should be protected. **DO NOT USE THE WORD "CONFIDENTIAL" WHEN MARKING DOCUMENTS.**

FRONT COVER: Here is a [sample front cover](#) in Word format. The Accession Document (AD) Number should remain blank.

STANDARD FORM 298: Here is a [blank SF 298 in Word Format](#) and a [blank SF 298 in PDF Format](#). The abstract in Block 14 must state the purpose, scope, major findings and be an up-to-date report of the progress in terms of results and significance. Subject terms are keywords that may have been previously assigned to the proposal abstract or are keywords that may be significant to the research. The number of pages shall include all pages that have printed data (including the front cover, SF 298, table of contents, and all appendices). Please count pages carefully to ensure legibility and that there are no missing pages as this delays processing of reports. Page numbers should be typed: please do not hand number pages.

TABLE OF CONTENTS: Here is a [sample table of contents](#) in Word template format.

The text of the report must include all sections addressed in the table of contents to include:

INTRODUCTION: Narrative that briefly (one paragraph) describes the subject, purpose and scope of the research.

BODY: This section of the report shall describe the research accomplishments associated with each task outlined in the approved Statement of Work. Data presentation shall be comprehensive in providing a complete record of the research findings for the period of the report. Provide data explaining the relationship of the most recent findings with that of previously reported findings. Appended publications and/or presentations may be substituted for detailed descriptions of methodology but must be referenced in the body of the report. If applicable, for each task outlined in the Statement of Work, reference appended publications and/or presentations for details of result findings and tables and/or figures. The report shall include negative as well as positive findings. Include problems in accomplishing any of the tasks. Statistical tests of significance shall be applied to all data whenever possible. Figures and graphs referenced in the text may be embedded in the text or appended. Figures and graphs can also be referenced in the text and appended to a publication. Recommended changes or future work to better address the research topic may also be included, although changes to the original Statement of Work must be approved by the Army Contracting Officer Representative. This approval must be obtained prior to initiating any change to the original Statement of Work.

KEY RESEARCH ACCOMPLISHMENTS: Bulleted list of key research accomplishments emanating from this research.

REPORTABLE OUTCOMES: Provide a list of reportable outcomes that have resulted from this research to include: manuscripts, abstracts, presentations; patents and licenses applied for and/or issued; degrees obtained that are supported by this award; development of cell lines, tissue or serum repositories; informatics such as databases and animal models, etc.; funding applied for based on work supported by this award; employment or research opportunities applied for and/or received based on experience/training supported by this award.

CONCLUSION: Summarize the results to include the importance and/or implications of the completed research and when necessary, recommend changes on future work to better address the problem. A

"so what section" which evaluates the knowledge as a scientific or medical product shall also be included in the conclusion of the report.

REFERENCES: List all references pertinent to the report using a standard journal format (i.e. format used in Science, etc.).

APPENDICES: Attach all appendices that contain information that supplements, clarifies or supports the text. Examples include original copies of journal articles, reprints of manuscripts and abstracts, a curriculum vita, patent applications, study questionnaires, and surveys, etc.

SUPPORTING DATA: All figures and/or tables shall include legends and be clearly marked with figure/table numbers