



REVIEW CRITERIA

NPRB funds high quality science to enhance our understanding of marine ecosystems and fisheries management research. We strongly encourage peer-reviewed publication of the information included in this report. The purpose of this review is to ensure that a project has met its programmatic milestones and scientific goals, and to determine if the project can be considered closed and paid in full. Final reports should meet normal scientific standards of completeness and detail that will permit an independent scientific reader to evaluate the reliability and validity of methods, data and analyses.

REPORT GUIDELINES

Final reports are due within 60 days of the project end date. Please submit your final report package (report, data, metadata) via email to Jo-Ann Mellish | joann.mellish@nprb.org. The report should be in Word or pdf format. Clarifications requested are expected within 30 days of receipt of the review.

Text should incorporate 1.5-line spacing, left-justified, one-inch margins, with 11-point Calibri or Times New Roman font. Page numbers should be continuous throughout the document. The report should include the following sections:

Title Page. On a stand-alone page, please include:

- North Pacific Research Board Project Final Report
- Project title and identification number (e.g., NPRB project 1310)
- Author(s) with appropriate affiliation(s) - include phone and email for primary author
- Date (month and year) of submission.

Index. Provide a listing of the report contents here in sequential order if there are multiple chapters or manuscripts. Page numbers are not required.

Abstract. Maximum length of 250 words.

Key Words. Identify up to 10 key words or short phrases, including common and scientific names of principal organisms, geographic area, processes studied, and methods.

Citation. Provide a citation for your report in the following format:

Duncan C, Dickerson B. 2015. Prevalence of *Coxiella burnettii* and *Brucella* spp. in tissues from subsistence harvested northern fur seals (*Callorhinus ursinus*) of St. Paul Island, Alaska. NPRB Project 1313 Final report. 14pp.

Chronology. Include references to any prior or related project numbers, approved changes in scope, and no-cost extensions provided.

Introduction. State the reason for the overall work, including general background, scientific hypotheses, and management or societal context.

Objectives. Please refer back to your original approved Statement of Work, and list each objective as written in that document with any changes noted in the Chronology. For each objective, use clear and

simple terms to describe how you achieved that objective. If you were unable to achieve one or more objectives, or if project objectives were altered with NPRB approval, provide a brief explanation here.

Chapters. Your report may include submission of published, in review, or in preparation manuscripts. Submit each of these documents as a separate Chapter in this section. **PIs are strongly encouraged to submit their results in manuscript format.** This can take the form of a published PDF, content currently under review, or in preparation. Please specify the target journal if the manuscript is in preparation. If your work is not yet ready for publication, please organize your report in this section with an introduction, methods, results, and discussion.

For each data chapter not yet published, please include the statement, ‘No content in this chapter may be cited or reprinted without the express written permission of ‘PI names(s)’.

Conclusions. Provide a brief, clear statement of the conclusions for the entire project. Specifically describe how study objectives from your statement of work were addressed. If applicable, note the reasons why you may not have met certain milestones. Describe any next steps that could be considered for future research or key variables that could be considered for long-term monitoring efforts.

Management or Policy Implications. Please address how your project outcomes directly, or indirectly, relate to resource management or policy.

Publications. List all peer-reviewed publications, resulting in whole or part, from this NPRB-funded project, including manuscripts in review or in preparation. Contact NPRB for a publication number at the proof stage of any manuscript for inclusion in the Acknowledgements section.

Data & Metadata. Provide a very brief description of the data type and amount to be transferred. **A copy of all raw data files collected under this funding is required.** Data files and accompanying metadata may go directly to Jo-Ann Mellish | joann.mellish@nprb.org. Metadata are required for each data file submitted. Metadata may be submitted in .xml or Word questionnaire format, for review by Axiom Data Sciences. Raw data will be publicly available after the 2-year embargo period.

Outreach. Please include a listing of all outreach activities and products here. If there were any changes to your original outreach plan, please describe them in this section.

Synopsis. A short synopsis (300-500 words) allows NPRB to effectively communicate research to the public. The online form can be completed here: <http://www.nprb.org/annual-research-program/resources-for-investigators/reporting-requirements/project-summary-fact-sheet>. The final version will be available as an outreach tool for both NPRB and Investigators.

Acknowledgments.

Literature Cited. Include only those references not listed previously in the chapters.

The final 10% of project funds will be released when the written report is approved, including complete submission of requested revisions, data & metadata, and the online project fact sheet.

For more information, visit www.nprb.org, or contact Jo-Ann Mellish | joann.mellish@nprb.org