



Required Components CHECKLIST

- written report
- copy of data
- metadata
- online synopsis

CONTACTS

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SUBMISSION Please upload your final report using the reporting tool of your Workspace account. Data and metadata files should be uploaded in your account in the appropriate folder. Final report packages are due within 60 days of the project end date.

WRITTEN REPORT The written report should be in Word or pdf format and 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 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 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.

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.

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

Acknowledgments.

SYNOPSIS A short synopsis (300-500 words) allows NPRB to effectively communicate research to the public. The synopsis must be submitted online, here: <https://www.nprb.org/core-program/annual-project-requirements/project-summary-form>.

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. Raw data will be publicly available after the 2-year embargo period, unless otherwise requested. The Research Workspace's metadata editor should be used for metadata submission and review by Axiom. At least one metadata record is required for each dataset submitted, typically for a folder of related data files. See the help documentation for the Workspace metadata editor (<https://researchworkspace.com/help/MetadataEditor.html>)

The final 10% of project funds will be released when the final package is approved.