



Format Guide for CEROS Task Completion Reports

This document provides guidance for preparing and submitting Task Completion Reports for a CEROS funded project. Task Completion Reports are intended to inform CEROS, DARPA, and the State of Hawaii about the progress you have made over a specific period of time or on a specific project task. Submission of Task Completion Reports is part of your contract with CEROS and allows us to meet our obligations to DARPA and the State of Hawaii.

Task Completion Reports are due as specified in your contract. Task Completion Reports are related to project task completion, and form the basis for contract payments. Incomplete reports will affect the date of payment of invoices received by CEROS

General Guidelines

1. **Audience.** The reports should be written for a general scientific audience (not necessarily a specialist audience) as long as clarity is maintained. CEROS will request revision and resubmission of reports that are not clearly written.
2. **Length.** There are no strict limits on the number of pages in a Task Completion Report; the length will vary with the nature of the work task and the time since the preceding report. Use short declarative sentences. Brevity and conciseness are desirable characteristics in technical reports, consistent with completeness
3. **Graphics.** You are encouraged to make liberal use of graphics, including charts, graphs, tables, photographs, maps, timelines, and other figures. Well-prepared illustrations generally transmit information more efficiently than narrative text.
4. **What to Submit.** Task Completion Reports, in either MS Word or Adobe PDF format, should be submitted electronically via email attachments. Progress reports should be submitted to all of the following:

Alan Hilton
Technical Director
director@ceros.org

Lee Fausak
Research Administrator
research@ceros.org

Donna Mau
Contracts & Grants Administrator
contracts@ceros.org

Report Format

Page Size and Layout - Use standard letter paper (8.5 x 11 inches) with 1 inch margins on all sides; use of 11 x 17 inch foldouts is acceptable for illustrations which are necessarily oversized. Pages should be numbered sequentially at the bottom of the page, preferably using a "Page *x* of *y* format". A standard Windows sans serif font (Arial or Tahoma) is preferred, with body text in 11 point size. Text should be single spaced, left justified, with no paragraphs indented; paragraphs should be separated by a double spacing.

Graphics - The use of graphic illustrations is encouraged. Each sequentially-numbered figure should ideally stand on its own and be internally self-explanatory. In order to reduce the file size of the report, all graphics (especially photographs) should be presented at the minimum size and resolution consistent with clear and readable graphic elements.

Report Content

Title Page - A separate title page should contain the following information as a minimum:

- Project Title
- Task Completion Report Number and Title
- Principal Investigator(s)
- Reporter (if different than above)
- Affiliation, full mailing address, email address, telephone and fax numbers
- Beginning and ending dates of the contract
- CEROS Contract Number
- Reporting Period
- Date Submitted

Project Overview - Summarize in one or two short paragraphs the background, objective, methods, and expected results of the project. Use plain English. This section can be identical in all task completion reports.

Task Report - Describe one task per section, if multiple tasks are included in a single progress report. Begin each task section with a verbatim restatement of the task as described in your contract.

Describe the progress made on task completion, difficulties encountered, preliminary data, and main findings and conclusions.

Describe any problems or unexpected findings, and allow us the opportunity to help resolve them. If the anticipated outcome of a task is different than envisioned, suggest alternative ways to achieve the objectives.

Schedule - Present an updated timeline (*e.g.*, a Gantt chart) showing the entire project, with indication of the planned versus actual schedule.

Describe project delays, if any, and their impact on the overall schedule.

Budget - Describe the planned versus actual expenditures; a simple graph would be useful. Explain and justify any significant deviations from the contracted budget.

Presentations - If any presentations (school outreach, DARPA reviews, or others) have been made during the reporting period, describe the location, audience, and results. Report any patents, trademarks, copyrights, and publications