OCAST »
Oklahoma Center for the Advancement of Science and Technology

PLANT SCIENCE PROGRAM - BASIC
Progress Report / Performance Evaluation
Instructions to Principal Investigators

PERFORMANCE EVALUATION PROCESS. OCAST requires each Principal Investigator, who is funded under the Oklahoma Plant Science Research Program, to submit an annual progress report sixty (60) days prior to the ending date of each contract period except for the end of the final contract period. Each PI must submit a final report thirty (30) days after the end of the final contract period. Failure to submit the annual report as required may result in a gap in funding or loss of funds.

Project performance is evaluated by reviewers, a majority of whom reside outside Oklahoma, who are nominated and approved by the OPSR Committee. Any questionable progress report may be submitted to another reviewer for additional evaluation. An unsatisfactory performance evaluation may initiate an impartial on-site inspection if a satisfactory explanation is not provided. Continued funding is contingent on satisfactory annual performance evaluations and availability of funds.

PROGRESS REPORT REQUIREMENTS. OCAST requires each progress report and final report to be prepared in the format described below. Reports which are incomplete or are not completed in the required format may be returned for satisfactory completion. The progress report consists of the following:

1. **Cover Page.** The following information must be provided on a cover page for the report:
   a. Project number and title
   b. PI Name and sponsoring organization
   c. Current funding period
   d. Dates the report covers
   e. Report due date

2. **Executive Summary.** Briefly summarize work-to-date for a lay reader; do not include details which must be kept proprietary. For an annual report, state the research plans for the coming year including any significant changes in the personnel or proposed research (2 pages maximum).

3. **Project Participants.** For an annual report, list the organizations currently participating in the project, state the type of organization for each – business/industry, university, non-profit – and describe the type and level of involvement of each. Discuss any changes in organizational participation planned/anticipated for the coming year. For a final report, discuss changes in organizational participants anticipated during the development period for the technology at the focus of the OCAST funded project (1 page maximum).

4. **Work Accomplished.** Discuss the research completed on the project during the current funding year; specifically assess (a) the **significant** technical achievements, (b) the **notable** technical achievements, and (c) the success in achieving the project objectives in the time projected including comments on planned but **unachieved objectives**.

5. **Work plans.** For an annual report, discuss project plans for the coming year including a time line and any significant changes in the personnel or the research proposed in the original application for funding. For a final report, describe how the research and development will continue, e.g. prototype development, testing/clinical trials; product, process and/or service commercialization in progress or planned (2 pages maximum).

6. **Publications.** List journal articles and other publications, which have been submitted and/or published during the funding period, that incorporate any portion of the work supported by the OCAST contract; categorize under the headings of *refereed, non-refereed, books, chapters, abstracts and presentations*. List with bibliographic information any newspaper articles or other descriptions of the research in newsletters, lay magazines, etc.

7. **Intellectual Property Development.** For an annual report, detail invention disclosures, patent applications and/or awards, licenses or other intellectual properties resulting from the work to date. For a final report, address anticipated activities regarding intellectual property, and provide a time line for these activities (1 page maximum).

8. **Impact Assessment.** Although OPSR-Basic projects may be reviewed only based upon the merit of the project's scientific progress, part of the legislative mandate for the Oklahoma Plant Science Research Program is to stimulate economic growth by facilitating technological development. Therefore, if the project has produced business collaborations or ventures that have had, or will likely have, an impact on Oklahoma's economy, please quantify the economic impact. Also, if the project has had direct impact on the plant science field, please describe. Finally, if the project has generated any newspaper stories, or like coverage, please include copies.

SUBMISSION DEADLINE. Annual progress reports shall be submitted no later than sixty (60) days prior to the ending date of the current funding period. Final reports shall be submitted no later than thirty (30) days after the ending date of the final funding period. For assistance contact the Contracts Compliance Officer at (405) 319-8411.

Progress reports associated with projects managed by the OK Grants website (https://grants.ok.gov) need to be uploaded as either a Word or PDF document file into OK Grants. If you require technical assistance with OK Grants please email casey.harness@ocast.ok.gov.

Beginning with the following competition years, projects associated with these programs are now managed by the OK Grants website: PS12, HR13, AR13, and IP14.

Progress reports not managed by the OK Grants website can be submitted either by email to mark.ballard@ocast.ok.gov or by regular mail (1 copy) to the following address:

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