



Project Progress Reports: Guidelines for report submission in December 2019

The Programme Advisory Group (PAG) is overall impressed with the CAO projects. The science is exciting and the programme is developing cohesiveness.

The PAG has commented on the variable quality of the progress reports received in December 2018. While specific feedback on individual progress reports will be sent to the project leaders, the PAG would like to provide guidelines to ensure a more uniform format and quality for the next reporting round (December 2019 deadline).

There were issues ranging from the clarity of presentation and language (e.g. incomplete sentences, poor use of punctuation, fuzzy images, unexplained acronyms) to a lack of necessary detail in various parts of the report. The former are easily avoided with due care, while the latter can be amended by following the guidance below.

It is worth bearing in mind that the aim of the progress report is to address two key questions:

- Is the project advancing according to the initial plan in the application?
- Is the project being managed effectively (how have hurdles and opportunities been addressed)?

Without a sufficient level of detailed reporting, the PAG is unable to fulfil its role as defined by NERC.

Important scientific findings can be highlighted in the report, but in short format. The project presentations at the Annual Science Meeting are the appropriate media for more extensive discussion about scientific outputs.

A note for the 12 co-funded projects

The reports should reflect progress of the project as a whole, both the UK and the German components. Is there a productive co-operation between the UK and German project partners? Do the two sides of the team meet and interact regularly? What is the balance of work and achievement from both sides of the team?

Mechanistic links between the UK and German partners must be described in the relevant report sections and reflected in the Gantt chart.

The reports should be a compilation of progress from both the UK and German lead investigators.

Length

As guidance on the maximum length of the report, please complete it within ~2000 words (e.g. maximum of 400 words per section). Sections 8 and 9 do not count towards the word limit.

There is no need to write to the maximum word limit if fewer words will suffice.

Headings

The reports to be submitted in December 2019 will use the headings listed below. These are slightly different to those used in the last report (December 2018) to reflect on-going progress.

A few notes are included under each heading as guidance on content and relevance.

1. Progress against project deliverables

The progress reported in December 2018 was at times vague. Enough detail should be provided to allow the PAG to identify the work completed to date, and its success/contribution to project goals. The report on progress should reflect on the initial plans in the project application.

The PAG would like to see a summary of data collection, experiments and data analysis and how they are linked to different project goals. Were enough data collected to achieve the objective? What kinds of data were collected? Is the data density enough in principle to address the objective? How successful were the experiments? Tabled information would be useful. Also the report should include a listing of data sets submitted to the relevant data centres.

2. Integration with other CAO projects, and with other UK/German national and international studies

Integration across the projects within and beyond the programme is important. In this section projects should identify how they collaborate with other CAO project partners carrying out complementary and/or similar work. Concrete initiatives should be summarised and an indication of effort from the respective projects should be given. This is particularly important where two or more projects are carrying out similar or complementary work.

3. Problems encountered and/or deviations from original project plan and budget

In this section the PAG request a Gantt chart (or table), summarising progress in light of the initial project plan from the application. There should be sufficient detail to determine progress. Deviations from plans can often occur and these should be clearly apparent in this section with a justification/reasoning of why and how the project the management has adapted to the change.

4. Plans for 2020

For planned work, please provide relevant details; e.g. if it is a cruise, who is participating on the cruise, which datasets will be collected, how will these contribute to the project's objectives, etc.

5. Plans for 2021 and further

The projects are due to be completed in 2021. Please report about plans to take any aspect of your project's science further, e.g. future proposals, and if these involve new collaborations that have been developed because of the project's involvement in the Changing Arctic Ocean.

Delays to project completion by the original end date should be indicated in Section 3.

6. Actions and deliverables from policy maker engagement

Projects are required to engage with policy makers. Strategies to do this should be described, with a timeline of achievements and proposed action.

It was notable that almost none of the 12 co-funded projects had STEM or public policy engagement plans that involved the German partners. If there is no activity planned by the German partners, please indicate this.

7. Actions and deliverables for STEM engagement

STEM engagement is very uneven across the projects.

The PAG would like to see more detailed descriptions about the engagement reported. Who was the target audience? What activities were carried out, and when? Are there any metrics of success?

If STEM materials are in the process of being prepared, when will they be ready? How will the materials be delivered/promoted? If projects jointly prepare material, ensure to outline the contribution from each project.

8. Updates on submitted/accepted peer-reviewed publications

Please only list publications that result from the Changing Arctic Ocean programme funding. The acknowledgments section of the publication must identify the Changing Arctic Ocean programme and NERC/BMBF as the funder(s) with the corresponding project codes. The "Members Area" of the CAO website (password: Defrost2022) has a note about the wording of the acknowledgements phrase to be included in publications.

If the Changing Arctic Ocean (with the related project title and NERC/BMBF code) is not included in the acknowledgements of your publication, please do not list it in this section of your report. This extends to the publication list on the Changing Arctic Ocean website.

9. Brief details on students that are supported/involved in the project (a full list can provided as an appendix to the report)

Names, institution, supervisors and project title and period.

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