

General Overview of USDA SBIR Final Reports

This document is intended to provide general guidance for writing final reports for projects that receive Phase I and Phase II grant funding under the U.S. Department of Agriculture (USDA) Small Business Innovation Research (SBIR) program.

The guidance provided in this document will help to ensure that the reporting of project results is consistent with USDA SBIR standards. Standardized reporting is critical to increasing the efficiency of the data collected, ensuring credibility, and enhancing the organization, management, and retrieval of information. Adherence to this guidance document is not mandatory, but will help to provide a consistent data set, which will facilitate USDA review, evaluation and provide the Business/Company with a comprehensive report to share with potential commercialization and stakeholder partners.

This report will not be shared outside of the USDA and will only be used for internal review purposes. Therefore, the final report can include proprietary information where appropriate.

The guidelines of suggested information are provided as a section-by-section format with headings, along with a description of what information may be included in each section. The guidance provided below is general and all elements may not apply to all USDA SBIR projects.

How to Submit a Final Report:

Final technical reports for Phase I and Phase II projects must be submitted within 90 days of the project's official end date. Moreover, even if a no-cost extension has been granted, the Phase I final report must be submitted and approved (along with other closeout requirements) prior to receiving a Phase II award. For additional information on how to close out the project, visit http://www.csrees.usda.gov/funding/sbir/sbir_grantee.html.

Final Reports must be submitted to the USDA SBIR Office. The report should be sent by emailing a PDF copy to the SBIR mailbox at sbir@csrees.usda.gov. Files larger than 3 megabytes must be zipped.

SECTION-BY-SECTION FINAL REPORT GUIDANCE

Cover Page: Include project title, USDA SBIR proposal number, USDA SBIR Grant Number, date, lead PD or PI, company name and type of report, i.e., “Phase I Final Report” etc...

Front Matter: Provide a Table of Contents, lists of Acronyms, Figures, and Tables.

Acknowledgements: In a preface, state the individuals and/or organizations, including USDA that contributed to the project.

Executive Summary: Provide a general summary of the project in terms of the problem(s) addressed, the scientific questions explored, the results and potential future applications of the research, process and/or technology. Please limit the executive summary to less than 5 pages.

Technical Objective: Provide an explanation of what was to be accomplished over the life of the project, specifically as it relates to the identified problem and/or the USDA SBIR focus area under which the proposal was submitted.

Background: Discuss the problem that this project addressed in terms of its impact on US agriculture or rural development. Specifically identify any past research or projects that have focused on this issue. Discuss research and development activities that preceded this USDA SBIR project.

Results and Accomplishments: Discuss in detail whether the project’s objective(s) were met. Provide an explanation of how they were met by documenting the technical progress and accomplishments in relation to specific tasks outlined in the work plan. Discuss specific experiments that were performed and provide figures and tables that summarize the data obtained from the project (Note: complete datasets are not required). For projects that have prepared publications such as journal papers or technical reports, this section should provide the results cited in the peer reviewed journal articles and technical reports. Discuss if the project has yielded any patents or if a patent application is in process. The report should be sufficiently detailed to capture all the technical work accomplished under the USDA SBIR funding.

Commercialization Plan: Provide a discussion and the results of any commercialization activities that occurred during the project and discuss future commercialization plans.

Conclusions: Provide a discussion of the utility, economic feasibility, and general attractiveness of the research and/or technology. Tie together all of the results from published and unpublished information. Address any unresolved issues with regard to the problem statement or background and current transition status.

Appendices:

(A) List of Technical Publications: Technical publications that were produced under the project, regardless of funds used to publish the document, should be identified in the following five categories:

- a. Articles or papers published in peer-reviewed journals (specify whether in print, accepted for publication, or submitted for publication).
- b. Technical reports (specify whether in print, accepted for publication, or submitted for publication).
- c. Conference/Symposium Proceedings and/or Papers scientifically recognized and referenced (other than Abstracts).
- d. Published Technical Abstracts (e.g., in printed material from an annual symposium or meeting).
- e. Published Text Books or Book Chapters.
- f. Websites Developed

(B) Other Material: Please include copies of the following as attachments:

- a. Protocols
- b. EPA/State Regulatory Permits,
- c. Awards
- d. Scientific/technical honors received
- e. Media outreach (including items such as promotional brochures, flyers, DVDs, promotional publications, etc...)