

SERDP SEED AND LIMITED SCOPE FINAL REPORT GUIDANCE

1. Purposes and Requirements

A SERDP Exploratory Development (SEED) or Limited Scope project is a means for researchers to explore innovative approaches that entail high technical or scientific risk or that currently are supported by minimal data. SEED projects are solicited through specific SEED Statements of Need (SONs). Limited Scope projects respond to Core (multi-year project) SONs in which approaches relevant to the SON lack critical data that is needed to properly scope a full multi-year project. Both SEED and Limited Scope projects are expected to develop the data necessary for risk reduction or a proof of concept and, if successful, both may be eligible for future funding.

The SEED or Limited Scope Report is due on completion of the SERDP project. The role of this report is not only to provide complete documentation of a project's execution, but also to provide SERDP with the information needed to make a decision as to whether a proposal for follow-on work will be requested. As a result, both SEED and Limited Scope Reports should clearly identify: (1) the proof of concept objective(s) and the criteria for success, (2) key findings that relate to whether the proof of concept was achieved, and (3) an outline of the next steps should follow-on research be warranted.

SERDP will conduct a technical review of the report to determine whether a follow-on proposal will be requested.

2. Contents of the Report

Abstract: Provide a one-page abstract that contains the principal ideas (i.e., environmental problems addressed or the scientific questions explored), methodology, results, and important conclusions relative to the present and potential future applications of the research and/or technology. The abstract should contain enough basic information so that the contents and scope of the report will be evident to those who do not have access to the full text. Footnotes, citations, and abbreviations should be avoided in the abstract.

The abstract should be organized in the following four sections: Introduction and Objectives, Technical Approach, Results, and Benefits. In the benefits section, talk specifically about how the knowledge gained during this study would be used in a real world situation or if you envision additional work is needed to fully utilize the knowledge in a real world situation, briefly describe that work. Include a graphic depiction that conveys these concepts of real world utilization.

The Abstract will be used to update the project web page.

Executive Summary: Provide a 5 to 10 page extended Executive Summary. The Executive Summary will be posted as a stand-alone document on the SERDP & ESTCP web site. It should include key graphics and tables from the Final Report. Include the following sections:

- Introduction
- Objectives

- Technical Approach
- Results and Discussion
- Implications for Future Research and Benefits

Objective: Describe the proof of concept that is the objective of the research. Discuss the objectives and criteria for success of the SEED or Limited Scope project. Specifically, address how achieving the objectives of this project results in risk reduction or acquisition of the data necessary to develop a complete proposal for a more extensive follow-on project. Discuss how the overall effort relates to the SERDP SON under which the proposal was submitted.

Background: Discuss the environmental issue that the research addressed in terms of DoD and regulatory requirements. Specifically identify any past research that has focused on this issue. Discuss the proof of concept in sufficient detail to identify the specific scientific or technical challenges and risk involved, as well as the innovative nature of the research and the scientific or technical benefits that derive from a successful proof of concept.

Materials and Methods: Provide relevant details on the experimental design and techniques so that the experiments could be repeated by another researcher. Only truly new methods should be described in detail. Cite previously published methods as needed.

Results and Discussion: Discuss in detail whether the project's proof of concept was met by describing specific experiments or analyses that were performed and providing figures and tables that highlight the data obtained during the project. The report should be sufficiently detailed to capture all scientific and technical work accomplished. Discuss the implications and relevance of the overall results or products in addressing the project's objectives.

Conclusions and Implications for Future Research: Discuss the overall conclusions of the proof-of-concept research. Relate the results to the criteria for success. Given a successful accomplishment of the proof of concept, outline potential next steps and objectives for follow-on research.

Literature Cited: Provide a list of the literature that was cited in the body of the report. Follow the format normally used for the scientific journals of your discipline. Apply this format in a consistent manner.

Appendices:

Supporting Data: Include all refined data collected during the research project that warrants archiving in this report. Data in the form of tables, graphs, graphics, plots, and/or datasets that are not provided in the *Results and Discussion* section above should be included in sufficient detail to reconstruct the experiments or research. As needed for complex datasets, provide a separate "readme.txt" file to accompany such datasets with a brief description of the file format. In short, the data should be described sufficiently to enable others not familiar with the data to use and understand them.

3. Preparation Guidelines

SERDP expects all reports to be professionally written and properly edited. The following general formatting is recommended:

Cover Page: Include project title, SERDP project number, performing organization, lead principal investigator, date, and version number.

Front Matter: Provide a Table of Contents, List of Tables, List of Figures, List of Acronyms, Keywords, and Acknowledgements.

Recommended General Formatting:

Font	Times New Roman proportional font (preferred)
Title	18 pt, bold, centered
Section headings	14 pt, bold, centered
Sub-section headings	12 pt, bold, flush left
Text	12 pt Single Space
Margins	1" top, left, right, and bottom
Page numbering	Location: bottom center Numeration: Cover page: none Front matter: i, ii, iii, iv... Body of the report: 1, 2, 3, 4....
Word processing software	Use either Microsoft Word or compatible format and provide as one Word or Word-compatible file. If Appendices contain tables or data that are not Word-compatible, provide Appendices as a single PDF file.
Charts, graphics, and scanned photographs	Liberal use is highly recommended; all figures and tables should be incorporated into the body of the text as they are discussed.
Keywords	Published reports should include a list of keywords suitable for use in a searchable database.

4. Submittal Instructions

All SERDP SEED and Limited Scope Final reports require both draft and final versions. SERDP will arrange for appropriate review of the draft reports, generally within 2 months of submittal. The SERDP review is not a peer review of technical or scientific content, but is intended to be sufficient to determine whether adequate technical and scientific information has been presented in a logical manner and that major conclusions are consistent with the results presented. A final version of the report must be approved by SERDP before the report and project can be considered complete.

SEED and Limited Scope Final Reports must be submitted to the SERDP Support Office. The report may be sent using *one of the methods* indicated below:

- For files that are 100MB or less: Submit the report in SEMS 2.0 (<https://sems2.serdp-estcp.org>). Follow the instructions below for uploading your document:
 - From the project dashboard, click “Overview & Plan” in the left-hand panel, then click “Project Plan”.
 - Scroll down to the document milestone and click “Upload” in the milestone box.
 - Select the file you would like to upload and click the “Upload” button.
 - Click “Submit” in the bottom right corner of the milestone box.
- For files larger than 100MB: Contact serdp-estcp.documents@noblis.org to receive an email with the web link that will allow access to the system to upload your file(s). Please make sure you include the project number and the title(s) of the document(s) to allow identification of your files.

Please do not submit reports directly to the SERDP Program Manager.

5. Security Review

All SEED or Limited Scope Final Reports will be made available to the public via the SERDP web site (<http://www.serdp-estcp.org>). Except for basic research projects identified at their inception as exceptions, a security review will be required for all publicly available documents. A Standard Form 298 Report Documentation Page ([SF 298](#)) must be included in each such document submission. It should immediately follow the cover page.

- For government agencies, the author will be responsible for Security and Distribution Classification review through their own agency’s authority. The SF 298 should reflect the allowable distribution (i.e., unlimited public release) as determined by the clearing organization.
- For private and academic institutions, the SF 298 should be filled out to the extent possible, and SERDP will conduct a Security and Policy Review through the Department of Defense’s (DoD) Directorate for Freedom of Information and Security Review (FOISR).

All SEED or Limited Scope Final Reports should have the statement, “**Approved for public**

release; distribution is unlimited” on the SF 298 Form. **SERDP will not accept a document that has a Distribution Limitation unless pre-approved by the applicable Program Manager.** If any portion of the SERDP-sponsored work requires limited distribution (i.e., proprietary, classified, or other distribution limitations), the principal investigator (PI) should contact the program manager for guidance.

The reports also will be posted on Defense Technical Information Center (DTIC) (<http://www.dtic.mil>). Federal organizations are responsible for ensuring that their publications are forwarded to DTIC. The SERDP office will submit all non-DoD organization reports to DTIC.

6. End-of-Project Presentation

SEED or Limited Scope Final Reports include a requirement to provide end-of-project presentation charts. [Information](#) is provided for preparing this presentation on the SERDP web site.