

SERDP INTERIM REPORT GUIDANCE

1. Purpose and Requirements

SERDP Interim Reports provide SERDP and the project team an opportunity to: (1) capture technical and scientific results at the completion of a significant phase of a project; (2) assess whether interim objectives have been met; and (3) recommend adjustments to the upcoming planned research, as needed.

Most multi-year projects will be required to submit a minimum of one Interim Report. Complex projects and projects extending over four or five years in length may be required to prepare multiple Interim Reports. Projects receiving approximately one year of funding are not required to submit Interim Reports. Interim Reports are not required to be published but can be at the discretion of the Principal Investigator (PI) and SERDP program area Program Manager (PM).

All Go/No-Go decision points will require an Interim Report. A Go/No-Go decision point will occur after completion of a milestone whose achievement poses some technical or scientific risk. The Interim Report in these instances will document the nature of the Go/No-Go decision point, identify criteria used to judge success for a Go decision, and describe the research findings that support the decision.

2. Contents of the Report

Abstract (required only for those interim reports to be published): Provide an abstract not exceeding 250 words containing the principal ideas (i.e., environmental problem[s] 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.

Objective: Provide a brief explanation of what is to be accomplished over the life of the project as it relates to the SERDP Statement of Need (SON) the project is addressing. The working hypotheses of the research must be clearly stated. In addition, describe the specific portion of the project that is addressed in the Interim Report. If the report is associated with the completion of a major milestone or to address a technical Action Item, discuss how the accomplishment of the milestone relates to the overall project or how the Action Item was addressed. If the report is associated with a Go/No-Go decision point, discuss the nature of the decision and briefly summarize the decision criteria.

Technical Approach: Provide relevant details on the experimental design and work completed to date 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 those results that address the project's technical/scientific objectives that have been accomplished to date and any significant progress on other objectives. As appropriate, accomplish this by documenting the

scientific/technical progress and accomplishments in relation to specific tasks and milestones. Discuss specific experiments that were performed and provide figures and tables that highlight the data obtained from the project. In particular, discuss the results of work associated with any Go/No-Go decision points, and provide the details of the decision criteria and an assessment of whether they were met.

Conclusions to Date: Provide a synthesis of the results and any conclusions relative to the objectives of the research that can be drawn to this point. If the report is tied to a Go/No-Go decision point, evaluate the results to date relative to the decision criteria and justify the recommendation for the decision. Briefly discuss the work that will be performed in future phases of the SERDP-funded research and potential research challenges future work may entail.

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.

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 report 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 (determined by PM and PI) should include a list of keywords suitable for use in a searchable database.

4. Submittal Instructions

All SERDP Interim Reports require both draft and final versions. Where appropriate, SERDP will review reports to ensure that all Go/No-Go decision points and other Action Items of a technical nature are sufficiently addressed.

- 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

Typically, Interim Reports are not required to be published but can be at the discretion of the PI and SERDP PM. If the PM requests that the report will be made available to the public via the SERDP web site (<https://www.serdp-estcp.org>), a security review will be required. 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 SF298 should reflect the allowable distribution (i.e., unlimited public release) as determined by the clearing organization.
- For private and academic institutions, the SF298 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 Interim Reports that have been cleared for public distribution should have the statement, **“Approved for public release; distribution is unlimited”** on the SF298 Form. 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.

Interim Reports cleared for public distribution will also 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.