

SERDP FINAL REPORT GUIDANCE

1. Purposes and Requirements

All SERDP projects responding to Core Statements of Need, except for Limited Scope, are required to prepare a Final Report using this guidance. SERDP Exploratory Development (SEED) or Limited Scope projects will prepare a report at the conclusion of the project using separate [guidance](#) tailored to the nature of these projects. Preparation of final reports is a required task identified in the Project Plan.

The Final Report, due upon completion of the SERDP project, is meant to be a compilation and synthesis of the methods, results, and conclusions for the project. It should constitute a stand-alone scientifically defensible technical document that can be referenced. Its length is determined by what is necessary to provide a complete accounting of research accomplished under the project. Final Report authors should not assume that the reader has access to the proposal nor to any interim reports that have not been published.

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 objective(s) of the research, specifically as it relates to the SERDP Statement of Need (SON) under which the proposal was submitted. Any working hypotheses that form the basis of the research approach should be clearly stated.

Background: Discuss the environmental issue that the research addressed in terms of DoD and regulatory requirements. Provide a brief summary of past research that has focused on this issue that indicates the state of the science at the beginning of the project and frames the specific technical objectives of the project.

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 specific experiments that were performed and provide 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 under SERDP funding without repeating verbatim information that has been published in the primary literature. Discuss the implications and relevance of the overall results or products in addressing the project's objectives.

Conclusions and Implications for Future Research/Implementation: Provide a synthesis of the overall results and conclusions of the research, focusing on whether the project's objectives were met. Discuss how the research resolved existing knowledge gaps and identify remaining research questions. Describe any potential for direct implementation by DoD and others.

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:

- A. 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 with sufficient detail to reconstruct the experiments or research. As needed for complex datasets, provide a separate "readme.txt" file 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.
- B. List of Scientific/Technical Publications: Scientific/technical publications that were produced during the course of the project should be identified, to include:
 1. Articles in peer-reviewed journals (specify whether in print, accepted for publication, or submitted for publication).
 2. Technical reports (specify whether in print, accepted for publication, or submitted for publication).
 3. Conference or symposium proceedings scientifically recognized and referenced (other than abstracts).
 4. Conference or symposium abstracts
 5. Text books or book chapters.

Note: Do not append copies of the preceding publications to your report. SERDP will ask you to update your list of primary literature publications and technical reports in SEMS upon completion of your project.

C. Other Supporting Materials: Please include copies of the following as attachments:

- Patents
- Protocols/user guides
- Scientific or technical awards or honors

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 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 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.

- 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 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 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 Final Reports should have the statement, “**Approved for public release; distribution is unlimited**” on the SF298. **SERDP will not accept a document that has a Distribution Limitation unless pre-approved by the 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

The Final Technical Report includes a requirement to provide end-of-project presentation charts. [Information](#) is provided for preparing this presentation on the SERDP web site.