

Alaska Sustainable Salmon Fund Semiannual Performance Report

The following template contains yellowed portions that are for the drafter's clarification and should not be included in the report text.

The suggested length of a Semiannual Performance Report is **one page**. It can be longer if an explanation is needed because the project is not on time or meeting its objectives, or if time lines, expenditures, or objectives change. Reports will be compiled and sent to NMFS within 15 days of the due date. Please provide the information requested below in the formatted outline.

- Use Times New Roman 12 point font
- Apply all hanging indents for consistent appearance
- Common acronyms are acceptable (ADF&G, PCSRF, AKSSF, etc). Otherwise, spell out the entity the first time and then use its acronym
- Two spaces after colons
- Single space
- Single return between sections

I. Project Identifiers

- A. AKSSF Project Number: [This is the project number/last five digits of the CC/LC (e.g., 45890)]
- B. Project Title: [See Project Approval Form (PAF) for complete title]
- C. Award Recipient: [PI Name
Agency
Address
City, State (please use "AK" for Alaska), Zip
Phone: (###) ###-####; Fax: (###) ###-####
Email]
- D. ADF&G Contact: [Name, Phone]
- E. Total Funding: \$\$\$ (direct: \$\$\$; indirect or admin fee: \$\$\$)
[Include total, direct, and indirect amounts, as documented on PAF]
- F. NOAA Category: [EN, HP&R, O&E, P&A, or RM&E]
- G. Congress Designated: [yes or no]
- H. Award Period: Start: M/DD/YY End: M/DD/YY [See PAF; use single digit if day is between 1 and 9]
- I. Reporting Period: 1/1 – 6/30/08
- J. Date Prepared: M/DD/YY

II. Project Summary

[Provide a brief description of the project, giving enough detail to acquaint the reader with the project]

III. Summary of Progress, Results, and Problems

[For each objective, describe tasks scheduled for the reporting period and the activities undertaken to accomplish them. List any products, such as publications, web pages, data,

etc. completed during the reporting period. Attach electronic copies, if available. If there were changes to the objectives, please detail the circumstance and nature of the change. Explain any problems or circumstances that prevented the accomplishment of scheduled activities. Describe actions to resolve problems, and provide details of any changes to objectives. Explain any differences between planned and actual expenditures.]

IV. Expenditures to Date

\$\$\$ of \$\$\$ [Report only the total funds expended to date and the project's **direct** funding (e.g., "\$8,453 of \$15,200")]

Revised 9/16/2008