



NGI Executive Office  
P.O. Box 9627, MSU, MS 39762  
2 Research Blvd  
Starkville, MS 39759  
Phone: 662.325.8278

NGI Program Office  
Building 1021, Room 1032  
Balch Boulevard  
Stennis Space Center, MS 39529  
Phone: 228.688.4218

## NGI Reporting Guidelines – NOAA Funding

Progress reports are to be submitted by principal investigators annually. These reports are then pulled together into a comprehensive progress report submitted by NGI to NOAA, reflecting progress on all funded activity during the reporting period. Principal Investigators should submit progress reports electronically to [program.office@ngi.msstate.edu](mailto:program.office@ngi.msstate.edu) with the NGI file # listed in the subject line. The complete progress report should include the following information:

- ✓ **NGI File # (ex. 13-NGI2-XX)**
- ✓ **Project Title**
- ✓ **Project Lead (PI) name, affiliation, email address**
- ✓ **Co-PI(s) name(s), affiliation, email address**
- ✓ **Project objectives and goals**
- ✓ **Description of research conducted during the reporting period and milestones accomplished and/or completed**
- ✓ **Description of significant research results, protocols developed, and research transitions**
- ✓ **Information on collaborators / partners (if applicable):**
  - a. Name of collaborating organization
  - b. Date collaborating established
  - c. Does partner provide monetary support to project? Amount of support?
  - d. Does partner provide non-monetary (in-kind) support?
  - e. Short description of collaboration/partnership relationship
- ✓ **Information on any outreach activities (if applicable):**
  - a. General Description
  - b. Hosted speakers, workshops and/or any training:
    - i. Type (speaker, workshop, training)
    - ii. Name of event
    - iii. Date
    - iv. Location
    - v. Description
    - vi. Approximate Number of Participants
- ✓ **Publications and Presentations (list these on the MS Excel template provided)**

Reports should be submitted in MS Word format, limited to 5 pages at 10 pt. Arial font. Note that final reports are not required to be comprehensive, as NOAA only requires reporting on progress during the period being reported.

Questions related to the progress report submission process should be directed to Brandy Akers, NGI Program Administrator ([bakers@ngi.msstate.edu](mailto:bakers@ngi.msstate.edu), 662.325.8814).