

Annual Report Format for Feed the Future Innovation Labs with Competitive Subawards

(revised 9/22/15)

NOTE: All reports must include the required Feed the Future branding. See page 24:

http://feedthefuture.gov/sites/default/files/resource/files/Feed_the_Future_Graphic_and_Naming_Standards_Manual_june2015%281%29.pdf.

Title Page

Management Entity Information

Technical and/or Advisory Committee Information

Map or List of Countries Where Work

List of Program Partners¹

Acronyms

Glossary

Table of Contents

I) Executive Summary

II) Program Activities and Highlights²

III) Key Accomplishments³

IV) Research Program Overview and Structure

V) Research Project Reports⁴

a) Theme A

i) Project 1

(1) Name

(2) Description

(3) Collaborators⁵

(4) Achievements

(5) Capacity Building

(6) Lessons Learned

(7) Presentations and Publications

ii) Project 2

b) Theme B

VI) Associate Award Research Project Reports

a) Name of Mission and Award Number

i) Project Description

ii) Collaborators

iii) Achievements

iv) Capacity Building

¹ U.S. universities and international partners by country.

² Summary of program activities for the year, no more than one page in length.

³ Concise statement of achievements, limited to one page in length that focuses on outputs, not process, such as Feed the Future indicators and distillation of program achievements across all program activities. Reporting on numbers of project meetings is not an output.

⁴ Summaries of project activities, highlights and outcomes, not scientific reports or long detailed research papers, no more than one page per project.

⁵ Provide institutional affiliation and country.

v) Lessons Learned

VII) Human and Institutional Capacity Development⁶

- a) Short – term training
 - i) By country, report the following:
 - (1) Number (sex disaggregated)
 - (2) Purpose
 - (3) Home institution, if applicable
 - (4) Training institution or mechanism
- b) Long –term training
 - i) Use the following chart to report all U.S. citizens/permanent residents and third country nationals currently receiving Innovation Lab funds (regardless of percentage); include post-docs and individuals being trained outside of the U.S.

Name	Sex	University	Degree	Major	Graduation Date (month/year)	Home Country

- ii) For students who have completed their training and returned to their home country, indicate if they are employed in their field and the name of their employing organization if known.

- c) Institutional Development
 - i) Description
 - ii) Partners

VIII) Technology Transfer and Scaling Partnerships (if applicable to your Lab)

- a) Plan of Action
 - i) Steps taken
 - ii) Partnerships made
 - iii) Technologies transferred
 - iv) Technologies scaled
 - v) Technologies ready to scale

IX) Environmental Management and Mitigation Plan (EMMP)

- a) Report on mitigation and monitoring activities as per the EMMP

X) Open Data Management Plan

- a) Provide a status report to include location of data made public

XI) Governance and Management Entity Activity

⁶ This section is to serve as a compilation of all program training activities and not meant to duplicate the Capacity Building section under individual Research Project Reports.

XII) Other Topics⁷

XIII) Issues⁸

XIV) Future Directions

Appendices

- A. List of awards given to U.S. universities to include project name, dates and funding (current year and total). Note if any are AANAPISI⁹, HBCU¹⁰ and/or HSI¹¹.
- B. Three distinct success stories¹².

⁷ Such as Regional Centers of Excellence, impact assessment, gender initiatives

⁸ Such as financial, management, regulatory

⁹ Asian American, Native American, Pacific Island Serving Institutions

¹⁰ Historically Black Colleges and Universities

¹¹ Hispanic Serving Institutions

¹² Each should: a) be limited to 500 words, b) be results oriented, c) written in layman's terms, d) avoid acronyms, e) address Feed the Future priorities, and f) include a high resolution digital photo with caption and photo credit. It is okay to reference a website for more detailed information.