

**{Project Title}**

**FINAL REPORT**

**NBEP-YY-XXX**

 **RWU Project Number**:

 **Contractor**:

 **Prepared By**:

 **Project Period**:

 **Date Submitted**:

 **Date Approved**:

**CONTACT INFORMATION**

{Name}

{Organization}

{telephone}

{email address}

**Funding**

This project was funded by agreement {Grant Number} awarded by the USEPA to Roger Williams University in partnership with the Narragansett Bay Estuary Program. Although the information in this document has been funded by the EPA, it has not undergone the EPA’s publications review process and therefore, may not reflect the views of EPA and no official endorsement is inferred. The viewpoints expressed do not necessarily represent those of NBEP, RWU, or EPA. Mention of trade names, commercial products, or causes do not constitute endorsement or recommendation for use.

# Executive Summary

*Please provide a summary of the final report (roughly ½ to 1 page) that includes the project background, location, objectives, actions, timeframe, and results or accomplishments. You may use your project abstract as a starting point.*

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# Project Synopsis

*Provide a description of your project, including its purpose, goals, approaches, and timetable. Include information about the role of partnering organizations. Your synopsis should elaborate the need for the project work.*

# Scope of Work

*Provide a description of the scope of work, the tasks completed to achieve the goals of the project. These should be consistent with the tasks outlined in your project workplan and budget.*

# Methods

*Include methods for completed the project tasks*

# Results

*DELIVERABLES*

*List and describe the deliverables completed in this project. Describe any changes to the deliverables and scope of work that may have happened as a result of changes to the project*

*PROJECT BENEFITS*

*Please list project benefits to the local area.*

*CHALLENGES ENCOUNTERED*

*Please detail any challenges encountered to finishing this project.*

*UNINTENDED CONSEQUENCES*

*Describe any unintended consequences of this work. We asked you to think about this in your proposal. Now, please let us know if anything came up that you weren’t expecting.*

# Press and Leverage

*PRESS*

*Please list any press your grant project(s) received.*

*LEVERAGE*

*If your project(s) received additional money to expand or further develop the project(s) please list the granting agency, the amount, and what the money will be used for.*

# Conclusions

*Please describe your conclusions based on the project. What are your next steps?*

# References

*Please list references in alphabetical order*

# Appendices

**Documents**

*Attach any articles, press releases, a list of acronyms or publications stemming from this project.*

**Photos**

If applicable to your project, please email your NBEP project manager several photographs of your project (before, during, after the work was completed) with proper credit. EPA, RWU, and NBEP may use these photos in the future on the website, in publications, or press releases.

**Data**

Please email your NBEP project manager with any electronic datasets you have generated for your project.