

Partner Logo

Final Report

This is a Lake Champlain Basin Program funded project

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| NEIWPCC Job Code:Project Code: | [XXX-XXX-XXX][e.g. LS-2010-004] |
| Prepared by: | [insert author’s name] |
|  | [research organization’s name] |
| Date Submitted:Date Approved: | [month and year][month and year] |

|  |
| --- |
| Date submitted |

ished by

**Contact Information**

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[Insert Final Report Title]

This project was selected for funding by the Lake Champlain Basin Program (LCBP) Steering Committee and it has been supported directly by an agreement or sub-award issued by the New England Interstate Water Pollution Control Commission (NEIWPCC). NEIWPCC manages LCBP’s personnel, contracts, grants, and budget tasks through a partnership with the LCBP Steering Committee.

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# Executive Summary

*Type Here:* Please provide a summary of the final report (roughly 500 words) that includes the project background, location, objectives, actions, timeframe, and results or accomplishments. Note that this should be an independent abstract of your report and should not contain information that is not already provided in the main body of the report.

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# Project Introduction

*Type Here:* Provide a description of your project, including its purpose and goals; include information about the role of any partnering organizations. Your introduction should elaborate the need for the project work.

# Tasks Completed

*Type Here:* Provide a description of the tasks completed to achieve the goal(s) of the project. This should include each task as outlined in your project workplan and budget. Tasks include accomplishments such as plantings, equipment installation, etc. Please add pictures or maps as appropriate. These tasks should closely align with the tasks identified in your approved project workplan.

# Methodology

*Type Here:* Include methods for the completed tasks, as appropriate.

# Quality Assurance Tasks Completed

\*\*For projects with approved QAPPs only \*\*

*Type Here:* Explain the quality control tasks completed as required by your QAPP – were quality control and/or invasive species spread prevention measures taken; was your project in compliance and if not, what actions were performed?

# Deliverables Completed

*Type Here:* Provide a description of all completed deliverables, as indicated in the project workplan, and their timeframe of completion. Explain any problems encountered and their respective solutions (if applicable). Include all relevant graphs, tables and photographs.

Provide a minimum of five high-resolution photos (5” x 7” at 300dpi, or equivalent pixel dimensions of 1500 x 2100, or greater) as separate files in .jpg or .tif format, even if photos are embedded in a Word document, PDF, or other file.

# Conclusions

*Type Here:* Provide a summary of project accomplishments, lessons learned, and possible future work to support the implementation of *Opportunities for Action*.

# References

# Appendices

Appended Documents:

Attach any articles, press releases (which should acknowledge partnership with LCBP), a list of acronyms and published documents pertaining to this project

**Photos:** Email, provide a link to an online file sharing service such as Dropbox, or mail a CD with photos and proper photo credit to your Project Officer, so that the LCBP can most effectively promote your project in future publications.

**Electronic Data:** Email or mail a CD to your Project Officer with any electronic datasets you have generated through your project.