

SCHEDULE D

Final Reporting Guidelines

- Please submit the Final Report in electronic form on the due date as shown in the Contribution Agreement.
- Reports are to be single column in portrait format. A standard typeface should be used (eg. Times New Roman, Calibri, Franklin Gothic, Arial, etc.), font 11 or 12; and single-spaced.

The Final Report shall include the following:

1. **Title Page**
2. **Executive Summary.** Describe the project context, approach and key findings, and their relevance to advancing the offshore energy industry.
3. **Table of Contents,** including List of Figures, Tables and Appendices.
4. **Project Objectives.** Briefly describe the Project objectives and how these relate to addressing a specific knowledge gap or issue impacting the sector.
5. **Methodology.** Briefly describe the methodology or approach used to undertake the Project.
6. **Key Findings and Outcomes.** Present the key findings and knowledge/technology outcomes resulting from the Project. Examples of knowledge and technology outcomes include: data sets; new algorithm; new methodology or practice; influence on industry codes, standards, or regulations; TRL advancement; impact to policy; new IP; etc. Details should be in a format that allows reviewers to readily compare and evaluate the findings against the original Work Package (WP) objectives. Please make note of any WP variances that occurred during the Project period, the rationale for the change(s), and their impact to the overall research.
7. **Conclusions and Impact.** Provide an overview of the Project, summarizing the relative success (or otherwise) of the Project, as well, describe the overall impact of the project toward resolving specific sector knowledge gaps or problems.
8. **Recommendations and Future Considerations.** Provide a list (in bullet form) of recommended future actions, next steps, and/or additional research that you consider important to continuing efforts to close the knowledge gap or problem. As part of this list, please highlight any shortcomings or limitations encountered during the Project and recommended changes that could improve on future research and initiatives.
9. **Financial** – Complete the attached (Excel) **Project Reporting Table (use 'Final' tab)**, providing financial accounting for the full project period.
10. **Highly Qualified Personnel (HQP) Summary.** Complete the attached (Excel) **Project Reporting Table (use 'Final' tab)**, providing details on HQP contributions for the full project period.
11. **Dissemination:** Please complete **Table 1** below, providing details on research contributions directly arising (or pending) from this Project. Include details on: Title of paper/presentation, date, publication name, etc.; and indicate if contribution is '*published*', '*accepted*', '*submitted*', or '*pending*' (including target date for submission).

TABLE1.

Refereed publications:
Abstracts:
Invited national and international presentations
Awards:
Other:

12. References. Please cite all information sources used to undertake and complete the research and/or develop the Final Report.