

FLORIDA'S STATE WILDLIFE GRANTS REPORT GUIDELINES



October 2019

**Florida Fish and Wildlife Conservation Commission
620 South Meridian Street
Tallahassee, Florida 32399-1600**

*Use the State Wildlife Action Plan and State Wildlife Grant funds
to leverage resources with partners to sustain Florida's legacy of
native wildlife and their habitats*

TABLE OF CONTENTS

INTRODUCTION	2
REPORTS	2
Interim Progress Reports	2
Annual Reports	3
Draft Final and Final Reports	3
Report Style and Submission Guidance	6
REPORT REVIEW	7
INFORMATION REQUESTS AND DISTRIBUTION	7
BILLING	7
INVOICE	Error! Bookmark not defined.
DATA AND PROJECT DELIVERABLES	10

INTRODUCTION

The primary support and focus for wildlife conservation and management within the United States has historically come from state hunting and fishing interests and Federal Assistance programs for game species under the Pittman–Robertson, Dingle–Johnson, and Wallop–Breau Acts. Additionally, the Endangered Species Act has provided support to recover federally threatened and endangered species. Although these programs have been successful, the majority of wildlife species have unmet conservation needs and many are at risk of becoming imperiled. To encourage a new conservation paradigm of working towards managing species before they become imperiled, the U. S. Congress created the State Wildlife Grants Program. This program is focused on the conservation of species not encompassed by historical efforts. As a requirement of participating in the State Wildlife Grants Program (Program), the Florida Fish and Wildlife Conservation Commission (Commission) has joined the other 55 states, territories, and district by developing a State Wildlife Action Plan (Action Plan) for the state.

To meet the intent of the Program and to foster the Action Plan, the Commission created Florida's Wildlife Legacy Initiative (Initiative). The Initiative is a program designed to create a strategic vision for conserving all of Florida's wildlife, including fish and invertebrates. The three main components of the Initiative are: 1) to implement Florida's Action Plan; 2) to create partnerships for wildlife conservation across the state of Florida; and 3) to support partnership building and use of the Action Plan by making funding available through Florida's State Wildlife Grants Program. These guidelines are designed to guide reporting on State Wildlife Grant funded projects.

This document, *Florida's State Wildlife Grants Report Guidelines*, provides direction to Principal Investigators regarding data deliverables and the preparation and submission of reports. Adhering to the prescribed format for data deliverables will facilitate the collection and archiving of project data. The format and style for reports generally follow the [Journal of Wildlife Management guidelines](#) (Block et al. 2011; with the exception of avoiding use of first person pronouns). Any questions or clarifications on specific items should be submitted in writing to the State Wildlife Grants Program prior to submission of any reports. Delays in requesting clarifications may result in report revisions and late payment of invoices.

REPORTS

Principal Investigators are required to submit interim reports that describe project activities. Typically, projects managed by non-Commission staff submit quarterly, annual, draft final, and final reports, while projects managed by Commission personnel submit semi-annual, annual, and final reports. Program staff will determine the reporting schedule for each project. Delinquency of report submissions without prior notification and written approval from the Program will be taken into consideration in the evaluation of future funding requests from the grantee.

Interim Progress Reports

Interim progress reports document work completed within the specified dates and present progress as well as preliminary results when available. For non-Commission staff, three quarterly progress reports are typically required per fiscal year (see agreement for specific reports and due dates). For Commission staff, one semi-annual progress report is required per fiscal year. Each interim report should include all necessary information to explain progress and results during the specified dates (i.e. do not refer back to previously submitted reports for pertinent information). See the table below for a typical report schedule.

Annual Reports

Annual reports run on a yearly basis according to the date of the grant agreement. The annual report(s) will be cumulative and should cover all details of the project for the preceding 12 months. Annual reports must contain a comprehensive and quantitative description of the progress made during the year.

Draft Final and Final Reports

Each funded project will require the submission of a final report and/or other project deliverable(s) that will be specified in the agreement and will vary according to the type and the overall objectives of the project. Draft final reports are typically due within three (3) months of the end of field-work or three (3) months before the agreement termination date to allow sufficient time for a final review and revisions to the final report in time to approve final invoices before the end of the fiscal year. **Sufficient time and funds must be built into the project schedule and budget to accommodate preparation of an acceptable final report prior to agreement termination.** If the proposed schedule does not have enough time for these requirements, Commission staff will add up to one more fiscal year and withhold funds accordingly.

All final reports are expected to, 1) describe progress made towards achieving Initiative Implementation Goals, and 2) present, evaluate, and recommend management actions or future research (including monitoring). Please see below for more detailed information.

For **Commission staff**, the reports are typically scheduled according to periods of performance corresponding to a semi-annual schedule (this example is for a project lasting two years):

<u>Report</u>	<u>Date report covers</u>	<u>Due on or before</u>
Semi-Annual Report 1	July 1, 2019 – December 31, 2019	February 1, 2020
Annual Report 1	July 1, 2019 - June 30, 2020	August 1, 2020
Semi-Annual Report 2	July 1, 2020 – December 31, 2020	February 1, 2021
Final Report	July 1, 2019 – June 30, 2021	August 1, 2021

For **non-Commission staff**, the reports are typically scheduled according to periods of performance corresponding to a quarterly schedule (this example is for a project lasting two years):

<u>Report</u>	<u>Date report covers</u>	<u>Due on or before</u>
Progress Report 1	July 1, 2019 – September 30, 2019	October 15, 2019
Progress Report 2	October 1, 2019 – December 31, 2019	January 15, 2020
Progress Report 3	January 1, 2020 – March 31, 2020	April 15, 2020
Annual Report 1	July 1, 2019- June 30, 2020	July 15, 2020
Progress Report 4	July 1, 2020 – September 30, 2020	October 15, 2020
Progress Report 5	July 1, 2019 – December 31, 2020	January 15, 2021
Draft Final Report	January 1, 2021 – March 31, 2021	April 15, 2021
Final Report	July 1, 2019 – June 30, 2021	July 15, 2021

Report Sections

Reports will include the following information.

<u>Quarterly and Semi-Annual Interim Progress Reports:</u>	<u>Annual Reports:</u>	<u>Draft Final and Final Reports:</u>
Title Page	Title Page	Title Page
Abstract	Abstract	Abstract
Introduction	Introduction	Acknowledgements
Methods	Methods	Table of Contents
Progress	Progress	Introduction
Challenges	Results (preliminary if available)	Methods
Future Plans	Challenges	Results
Literature Cited	Future Plans	Discussion
Appendices (if applicable)	Literature Cited	Conclusions
	Appendices (if applicable)	Literature Cited
		Appendices (if applicable)

Description of required report sections and information they should contain are detailed below. Please avoid using first person pronouns in all applicable project reports (e.g. I, we).

Title Page.— The Title page shall contain,

- Project Title
- Principal Investigator
- co-Project Investigator if applicable
- Grant Manager if applicable and different than the Principal Investigator
- all tracking information including the Agreement Number (found in the project’s agreement) or PID
- dates covered by report (e.g., July 1 to September 30, 2015) and,
- date report was submitted (e.g., October 15, 2015).

Abstract.— The Abstract shall be single-spaced and limited to 500 words. The abstract shall state the problem investigated, methods used, and the most important results, conclusions, and/or recommendations.

Acknowledgments.— Acknowledgments must make specific reference to the support provided for the project by the Florida Fish and Wildlife Conservation Commission’s program, Florida’s Wildlife Legacy Initiative, and the U.S. Fish and Wildlife Service’s State Wildlife Grants program (cite specific grant name & number, e.g. Climate Adaptation and Monitoring Project Grant Cycle 2013 T-34).

Table of Contents.— A Table of Contents indicating all major sections and subsections of the report should follow the Acknowledgments. The Table of Contents should be hyperlinked to the appropriate sections in your final report. No List of Tables and/or List of Figures should be included.

Introduction.— The Introduction shall include a brief description of the problem or subject being investigated, the need that is being addressed by the project, its relevance to wildlife conservation, the State Wildlife Action Plan, and the Initiative’s Implementation Goals, and project objectives. The description should provide enough context to allow anyone unfamiliar with the project to understand its general nature.

Methods.— The Methods section shall contain a comprehensive description of the methods and techniques used in the project organized by the project objectives from the approved Scope of Work. This section must contain the reasons that the selected techniques were used and should also report the number of samples collected, type of equipment used, and statistical considerations and techniques used. In general, the section should provide enough detail to enable the reader to repeat the study at a future date.

Progress.— The Progress section shall contain a comprehensive and quantitative description of the progress made during the specified timeframe. The description must relate the progress achieved organized by the project objectives from the approved Scope of Work. A summary and discussion of the disturbance and effects caused by the investigation should be included. The description should contain summaries of any preliminary data or data analysis. The use of tables, graphs, and figures is recommended and may be necessary to adequately document the progress achieved over the year.

Results.— The Results section shall contain a comprehensive description of the project results. Any applicable tables, graphs, and figures needed to clarify the results should be referenced parenthetically and included after the Literature Cited. For interim and annual reports, please include any preliminary results or results thus far.

Challenges (for interim and annual reports).— If challenges requiring a project amendment and/or significant delay has occurred during the reporting period, this section should be included and should discuss the problems encountered, their effects on the project, and attempts to remedy.

Future Plans (for interim and annual reports).— The Future Plans section shall contain a description of activities to be undertaken and an estimate of the progress to be made in the next calendar year. It should include a statement of the objective(s) to be worked on or reached within the next year, and any anticipated publications to be produced.

Discussion (for draft final and final reports).— The Discussion section shall contain a comprehensive interpretation of the results and their relevance to wildlife management and conservation.

Conclusions (for draft final and final reports).— The Conclusions section must contain a summary of the project's accomplishments. The section should include management implications and/or recommendations based on the information resulting from the project. If applicable, this section should also include information on future plans to continue the project or build from its results to reach improved management of species and/or habitats. This section may also include information on how effectiveness monitoring of project actions will be conducted after the project period.

Literature Cited.— The Literature Cited shall follow the format in recent issues of the *JWM* except as otherwise noted in the Style section of these guidelines.

Appendices (if appropriate).— Titles of appendices should start with “Appendix” followed by a letter denoting the order of the appendices in alphabetical order (e.g., Appendix A, Appendix B, etc.). Titles should also adequately describe the information type and source of the material contained therein. Only material relevant to the support of the project and properly referenced in the text of the final report should be presented in the appendices (e.g., particularly long or extremely detailed tables, additional or follow-up study work).

Report Style and Submission Guidance

Reports will generally follow the [Journal of Wildlife Management guidelines](#) (Block et al. 2011; with the exception of avoiding use of first person pronouns). See pages 15-39 for the most applicable information.

The following information summarizes the preferred style conventions. Any questions or comments concerning preferred style or format conventions should be made in writing and directed to the Program Coordinator.

FIRST ORDER HEADINGS

First-level headings are all capitalized and are bold and flush left; text follows flush left on the succeeding line.

Second Order Headings

Second-level headings have the first letter of each word capitalized and are bold, flush left; text follows flush left on the succeeding line.

Third Order Headings.— Third-level headings have the first letter of each word capitalized and are bold, italic, indented 1 tab, and followed by a period and em dash; text follows directly after the heading on the same line.

Citations and Literature Cited.— Use the author, date method for literature references in text. Type the Literature Cited immediately following the text and do not insert a page break. Use 5-space hanging indents for the second and subsequent lines of a citation. Alphabetize by authors' surname(s). Within alphabetical order, the sequence is chronological. Example below.

Miller, M. R. 1986. Molt chronology of northern pintails in California. *Journal of Wildlife Management* 50:57–64.

Steigers, W. D., Jr., and J. T. Flinders. 1980. A breakaway expandable collar for cervids. *Journal of Mammalogy* 61:150–152.

Numbers and Units.— In writing numbers, numerals should be used throughout the report except when the number begins a sentence, is used as a noun (i.e., one), or is an ordinal number (third, fifth, etc.). Combinations of numbers and units used as adjectives should be hyphenated (2-year-old females); however, those combinations that are predicate adjectives do not require hyphenation (females were 2 years old). Symbols and abbreviations should be used for measurement units.

Scientific and Common Names.— Except in the title of a manuscript, follow the first mention of an organism's common name with its scientific name (italics and parentheses). Scientific names should be italicized and are given with an upper-case letter for the first letter of the genus name and all lower-case letters for the species name. Abbreviate genus names (first letter in upper case followed by a period) that are repeated throughout the text, providing there is no chance of creating confusion between 2 or more groups of organisms and the species name accompanies the abbreviation. Latin names for taxa above genera (e.g., family, order, class) should not be italicized; the formal taxon name (e.g., Bufonidae, Ciconiiformes, Lepidoptera) should be capitalized, but not derivatives (e.g., bufonid, ciconiiform, lepidoptera). Upper case letters should not be used for common names unless they include proper nouns

or adjectives (e.g., Bahama mockingbird, Cope's gray treefrog). Common and scientific names should follow the most widely accepted, current taxonomy for the class (e.g., Wunderlin [1998] for plants, American Ornithologists' Union [1998] for birds).

Headers, Tables, and Figures.— Using the Header function, insert page numbers and author name(s) (e.g. Smith, Smith and Jones, Smith et al.) on all pages following the title page. Tables and figures should be referenced parenthetically and inserted on their own page, with the first following the Literature Cited section. Legends should be single-spaced and stand with the table or figure. Table legends should be placed above the table, and figure legends should be placed below the figure. Legends should contain the following information: (1) characteristic measured or represented; (2) measurement units in parentheses; (3) name of organism(s) measured; and (4) place and date.

Unless given permission by State Wildlife Grants Program staff, all reports and data deliverables will be submitted electronically to the State Wildlife Grants Coordinator and the State Wildlife Grants Assistant Coordinator in Microsoft Word® or equivalent format. Use of other software must be approved by the State Wildlife Grants Program. It is the Principal Investigator's responsibility to ensure that multi-author reports are submitted in the accepted format. While e-mail is preferred, large files can be posted to an ftp or other site accessible both by the Principal Investigator and State Wildlife Grants Program staff. Data deliverables for funded projects are a requirement of receiving State Wildlife Grant funds and will be submitted with the final report (see below for more information).

REPORT REVIEW

Reports are evaluated by subject matter experts for progress on project objectives and, if applicable, for compliance with agreement terms before invoices are approved for payment. All reports will follow the format specified in this document. Reports will also be reviewed for compliance with relevant accessibility laws and policies, including the [Section 508 Amendment to the Rehabilitation Act of 1973](#). Noncompliant reports may be returned to Principal Investigators for revision.

If State Wildlife Grants Program staff determines that a report lacks sufficient detail to make a determination of the progress made towards achieving project objectives, the Principal Investigator will be advised to revise the report. An invoice will not be authorized for payment until State Wildlife Grants approves the accompanying report. Principal investigators are expected to satisfactorily address reviewer comments.

INFORMATION REQUESTS AND DISTRIBUTION

The state of Florida has a very broad public records law. Data, images, and reports are considered public record and will be made available to the public and media on request. The requestor will be notified that appropriate credit must be granted to the author(s) upon use of any material. Reports may be posted on Florida's Wildlife Legacy Initiative's web site to facilitate distribution of information.

BILLING

Non-Commission Principal Investigators or Principal Investigator agencies will bill the Commission, usually on a quarterly basis, for the work completed. Each invoice reflects a request for payment of prior work completed as reported in the associated report. Agreements will include both a reporting schedule and an invoicing schedule. Invoices will be considered received only after the required report and the associated expenditure and match documentation are approved (see agreement for details). Match documentation must correlate to the project's approved budget used in the agreement.

Invoices must include the following information. The grant agreement may specify use of a specific invoice template.

- Agreement Number
- Project Title
- Principal Investigator
- Remittance Address
- FEID Number or Social Security Number (if grant recipient is not affiliated with an agency, entity, or institution)
- University Account Number (if grant recipient is affiliated with a state institution. State of Florida universities and agencies should include a 29-digit SAMAS account number)
- Period of Service covered, as listed in the project's agreement
- Amount Due
- Deliverable description, brief description of work done during the service period (reports are written only to meet SWG reporting requirements are not considered a deliverable by the state of Florida)
- Amount of match documented, both for the invoice service period and cumulatively

Information required on invoices is provided and must be transmitted to the appropriate person(s) affiliated with your institution's accounting department. Incorrect or missing items on invoices delay payments.

For additional information, [contact State Wildlife Grants Program staff](#), and consult the [US Office of Management and Budget Circulars](#), the [Code of Federal Regulations](#), the [Catalog of Federal Domestic Assistance](#), the [Florida Administrative Code](#), and the [Florida Statutes](#).

DATA AND PROJECT DELIVERABLES

Projects funded by the Commission, including but not limited to survey, monitoring, research, or management projects, shall provide data as part of the deliverables. Due to the varied nature of funded projects, data deliverables will vary on a case by case basis. The below information is meant as guidance. Specific project data deliverables will be included in all approved proposals from 2018 forward. Principal investigators shall submit the approved data deliverables with the final report. Data must be submitted on a good quality, clearly labeled thumb drive. Author's name, project identification (i.e. agreement number for non-Commission grantees and the last four digits of the PID for Commission grantees) must be included on the label. This material will be passed on to the Commission's Data Management staff. A copy of the project data and project deliverables will be maintained or archived by the Commission or its designee.

Photos

Principal investigators will be required to submit a minimum of ten (10) digital images with a resolution of at least 360 dpi with the final report. If the project has before and after components, 5 sets of before and after comparison images would be ideal. Funds for film and processing to complete this requirement may be requested in the project budget. Images or slides should depict various aspects of the project, including the procedures employed and the species involved. Digital images may be used in Commission presentations and publications and are helpful in sharing State Wildlife Grant "success stories."

Spatial Files

In Program-funded projects that have spatial components, spatial files should be included in the project data deliverables (e.g. prescribed burns, seagrass mapping). In most cases, spatial data should be submitted in polygon or closed polygon feature shapefile(s) (.shp) with a projection in WGS_1984_UTM_Zone_16N (or 17N) or NAD_1983_UTM_Zone_16N (or 17N) format. If satellite images were acquired for the project, those images should be provided as well.

Data and Databases

Database(s) for all project raw data will be required as part of the project deliverables. Project data forms and proposed database formats should be reviewed with Commission staff at the project's inception. Upon project completion, principal investigators shall submit legible copies of their project data forms and a copy of their database(s) containing data. Databases must be stored in an acceptable file format. The latest version of Microsoft Excel is preferred, but other quarrifiable formats are acceptable. Use of other formats must be approved by the Program Coordinator. Where applicable, minimal data fields for datasets will be determined during project development and included in the approved project proposal for clarification purposes. Typical data fields will include date, time, observer, species observations, and locality information (e.g. latitude and longitude and mapping datum).

Projects that focus on procuring existing data resources must provide a resource directory summarizing the source files procured for analysis. The directory will include the name of the source file, the 'use' status of the file in relation to final project analysis (used vs. not used), a web link to the most current version of the source file (if available), the contact information of the person providing the source file, and the sensitivity status of the source file. Non-original data resources collected for use in analysis should be delivered in both the format in which they were obtained as well as in the format in which they were converted for analysis (if conversion was necessary). In all cases, the version of the mined dataset

that was used in the final analysis is the version of the dataset that is to be provided with the final project deliverables.

If the project produces notable species observations, Commission staff will transfer project data into the appropriate Commission database. The Data Management staff may spot-check entries for accuracy, as well as spot-check latitude/longitude coordinates. Questions about data entry will be referred back to the principal investigator for clarification or justification. While observing species, if effects of disturbance may be possible, data should include causes and effects of disturbance.

Metadata

Metadata must be created and maintained for each database. Metadata answers the who, what, where, when and how of data collection. Metadata should conform to the International Organization for Standardization (ISO) guidance. Commission grantees from the Division of Habitat and Species Conservation and the Fish and Wildlife Research Institute are required to input metadata information for completed projects into [MetaRep](#). Non-Commission grantees will use FWC's MetaRep Metadata Tool Form and submit the form as part of the project data deliverables. If you have not been provided a copy of FWC's Metadata Tool Form, please contact the Program Coordinator.

Partnership Participation and Workshops

Many Program-funded projects include heavy partnership/collaborator participation, for example workshops and/or trainings. In such cases, directories for partner participants/attendees may be required as part of the project data deliverables.

Outreach and Publications

Any publications (e.g. technical reports, transcripts, journals, manuscripts, and/or white paper) produced during the project period should be included in project data deliverables. If publications occur outside of the project period, the Program requests that they be submitted for inclusion in project files. Presentations, meeting flyers, posters, etc. for projects that include outreach events and/or workshops may also be requested.

Web-based Tools and Websites

Projects that develop or enhance websites must provide a directory of web pages that were created or modified. The directory must include, at a minimum, the following fields: URL, Content State (Static or Dynamic), Page History (New or Modified), and site map. Projects that create interactive web application must provide a directory of files that are comprised within the Application.

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