



# DEPARTMENT OF THE INTERIOR

## Energy and Mineral Development Program (EMDP) Grant Final Reporting Criteria

### DISCLAIMER:

This document is meant to provide basic guidance for the EMDP grant final reports and does not replace or alter the original solicitation or contract agreements. Please see the 2017 EMDP Grant Solicitation for more detailed information.

### INTRODUCTION:

EMDP grantees will need to submit a final report at the end of a project to the Project Monitor and Contracting Officer named in the award letter. In addition to submitting quarterly reports (please reference the EMDP Quarterly Reporting document), a grantee is required to submit a final report and all deliverables, i.e. all products generated by the EMDP studies. Please note: Tribal Project Contractors may not submit reports on behalf of the tribe.

### REPORTING ELEMENTS:

Final Reports will consist of four (4) elements:

1. A narrative summary generally discussing the project in its entirety, including a description of all deliverables.
2. All deliverables, i.e. all products generated by the EMDP studies. (Products include all reports and technical data obtained during the study such as geophysical data, geochemical analysis, core data, lithologic logs, assay data of samples tested, results of special tests, maps and cross sections, and technical report describing results.)
3. Final financial status report, submitted as Federal Financial Report, SF 425.
4. A listing of funds expended during the project, how the funds were spent, and any amount remaining.

Please Note: A final report template is available on the EMDP website.

### SUBMISSION:

Reports are due ninety (90) days after the end of a project. Reports may be submitted in either Microsoft Word or Adobe PDF format; spreadsheet data may be submitted in Microsoft Excel, Microsoft Access, or Adobe PDF formats. All vector data and Raster images should be in Adobe PDF format.

Please email digital copies of the entire quarterly report to the Project Monitor and Grant Officer named in the EMDP Award Letter. If files are too large to be submitted through electronic mail, they may be copied to a CD, DVD, or thumb drive and mailed to DEMD.