

GWB Reporting Guidelines -- DRAFT

Progress Report Guidelines

Periodically (twice per year?), the Foundation requires an update on GWB projects. This progress report should be about two pages in length and contain:

- Name of Project and Investigators
- Paragraph Summary of Project
- Progress since last report
- Anticipated actions until next report
- Problems Encountered
- Include any pictures that GWB might use

Final Report Guidelines

Abstract – this is a stand-alone document which summarizes the project and its outcome. This portion of the final report should not exceed one page and may be removed for use in other documentation.

Background Information – Project goals, location, geologic setting

Geophysical Need – Description of project needs and benefits (humanitarian, community, environmental, etc)

Field Studies – Describe the use of field studies. Describe the approach of the field studies.

Interpretation of Data – Present the data and the interpretation of the data collected.

The Human Element – Describe the involvement of the participants: College professors, professional consultants, college students, local students, local residents, local governments, etc. Explain how this project impacted each of these clients.

Lessons Learned – Explain both the positive and negative lessons learned. What would you recommend to do and not to do to future projects?

Conclusion – Summarize the impact of this project on the local community.

Financial Summary