NERTO Final Performance Report Template

Detailed instructions on the NERTO Final Report can be found on the program webpage, www.noaa.gov/eppnerto/.

The NERTO Internship Final Report is due no later than 14 calendar days after the completion of your EPP NERTO internship. The specifics for your final report are below. The NOAA EPP/MSI Program Office is your primary point of contact for this report.

Please fill in your report below. Re-save this file as "YourLastNameCSCacronymFinalReport" e.g. MorrisCurtisNCAS-MFinalReport (and update to .docx), then email to your CSC Director (sen.chiao@howard.edu), CSC Education Expert (jmanswell-butty@howard.edu), and CSC Senior Research Scientist(ricardo.k.sakai@howard.edu) as a Word file (docx).

Report Description

A. **PROJECT INFORMATION:**
   a. **NERTO or Professional Development Report Title:**

   b. **EPP Intern:** (Full Name, i.e., "ROBERT" not "Rob")

   c. **CSC Affiliation:** (Full Name, i.e., "NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology")

   d. **Home Institution and Major:** (e.g., Howard University, Atmospheric Sciences)

   e. **CSC Academic Advisor's Name, Department:** (Full Name, i.e., " JENNIFER" not "Jenny") (Please note that many PIs appreciate the use of their professional title, i.e., Prof. or Dr.)

   f. **NOAA Internship Mentor(s) Line Office, Office/Lab/Branch, Location:** (Full Name, i.e., "Robert" not "Bob") (Again, many mentors appreciate the use of their professional title, i.e., Prof. or Dr.)

   g. **Email Addresses for EPP Intern, Academic Mentor, & NOAA Internship Mentor:** (In that order please, and enter actual email addresses)

   h. **Report Category** [please choose only ONE]:
      • Healthy Oceans
      • Weather Ready Nation
      • Resilient Coastal Communities and Economies
      • Climate Adaptation and Mitigation
      • Engagement Enterprise
      • Science and Technology Enterprise

B. **REPORT WORD COUNT:** [Minimum: 1,500 and Maximum count: 2,500] (excluding PROJECT INFORMATION, but including abstract, references, and captions):

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C. **REMINDERS:**
   a. Submit written report in PDF = 2,500 words maximum (Word count includes the abstract, summary, references and captions, but not the project information above)
   b. Submit graphics in JPEG (or PNG, TIF) = Four Maximum. Highest resolution possible!
   c. Name ALL files with your LAST NAME first.

D. <u>**TYPICAL REPORT SECTIONS**</u>

I. **Abstract:**

II. **Summary of Research:**

III. **Outputs:** (Select all that apply from the following)
   a. Intern created new system(s) for enhancing functions at host office;
   b. Intern generated new data for models or products for host office;
   c. Intern delivered oral or poster presentation of internship project results;
   d. Intern created new NOAA mission-aligned professional networks;
   e. Intern demonstrated new NOAA mission-aligned core competencies.

IV. **Outcomes:** (Select all that apply from the following)
   a. Intern has new NOAA-mission knowledge and skills
   b. Intern published peer reviewed article(s) and citation index validated
   c. Intern demonstrated new/expanded competencies to conduct research and engage in NOAA mission-aligned activities;
   d. Intern contributes to a diverse and highly skilled candidate pool for future workforce of pursues careers in disciplines that support NOAA mission enterprise;
   e. Intern is offered NOAA mission workforce employment at completion of internship.

V. **Results and Conclusions:**

VI. **Future Work:**

VII. **Acknowledgements:**
   Your acknowledgements MUST include any National Oceanic and Atmospheric Administration award number and or CSC funding numbers. Information available from your CSC mentor.

VIII. **References:** (No footnotes please, only references!)

IX. **Figure Captions:** (These must be included in the word count)
   Figure 1:
   Figure 2:
   Figure 3:

X. **Photo Captions:** (These must be included in the word count) – High Quality Image (minimum 2MB)
   Photo 1:
   Photo 2:
   Photo 3:

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NERTO Final Performance Report Outline

A. **PROJECT INFORMATION:**

    a. **NERTO or Professional Development Report Title:** _____

    b. **EPP Intern:** _____

    c. **CSC Affiliation:** _____

    d. **Home Institution and Major:** _____

    e. **CSC Academic Advisor's Name, Department:** _____

    f. **NOAA Internship Mentor(s) Line Office, Office/Lab/Branch Location:** _____
_____

    g. **Email Addresses for EPP Intern, Academic Mentor, & NOAA Internship Mentor:**
_____
_____
_____

    h. **Report Category:** (*please choose one*):
- ☐ Healthy Oceans
- ☐ Weather Ready Nation
- ☐ Resilient Coastal Communities and Economies
- ☐ Climate Adaptation and Mitigation
- ☐ Engagement Enterprise
- ☐ Science and Technology Enterprise

B. **REPORT:** [Minimum: 1,500- and Maximum 2,500-word count excluding PROJECT INFORMATION, but including abstract, references, and captions):

    I. Abstract
    II. Summary of Research
    III. Outputs
    IV. Outcomes
    V. Results and Conclusions
    VI. Future Work
    VII. Acknowledgements
    VIII. References
    IX. Figure Captions
    X. Photo Captions