

OCDO FINAL REPORT FORMAT

Final Report -- Project Final Reports are very important documents. They must be stand alone pieces that completely detail the project from start to finish, something someone with no prior knowledge of the effort can pick up and completely follow. Further, they must be written in grammatically correct English. Additionally, to further OCDO's technology transfer efforts, these reports (with the exception of any proprietary/trade secret data) are routinely submitted to the National Technical Information Service and other places for addition to libraries and computerized data bases. These papers bear not only the OCDO's, your organization's and your name, but are indicative of the quality of work OCDO and your organization support and the caliber of work you produce.

Trade Secrets The Grantee must fully describe all aspects of the project such that they can be followed and verified by the Grantor. However, the Grantor is prohibited from disclosing any information that is deemed to be a trade secret as defined in Ohio Revised Code Section 1333.61.

It is the Grantee's sole responsibility to identify and CONSPICUOUSLY MARK on each page those phrases, equations, diagrams or other data that the Grantee has determined to be a trade secret. Wholesale marking of a document as "Confidential" is not applicable; the report must be redacted line by line on only ONE copy of the total number of copies of the Final Report due to the Grantor. Alternatively, trade secret information may be incorporated into an appendix to the Final Report, which must also be marked "trade secret."

The following shall be construed by the Grantor as the minimum information required in the Final Report. The Grantee should include any additional information deemed pertinent to fully and thoroughly report on the project.

Cover

The cover of the document shall bear the:

- A. project title;
- B. name, address, and telephone number of the Grantee;
- C. name and title of the Project Manager;
- D. term, "Final Report;"
- E. OCDO Project Number;
- F. statement, "This project was funded in part by the Ohio Coal Development Office of the Ohio Air Quality Development Authority, State of Ohio;"
- G. date of the document's submission to the Ohio Coal Development Office;
- H. Period of Performance;
- I. statement, "This report [does/does not] contain Trade Secret/Proprietary Information."

At the Grantee's discretion, the cover of the document may also bear the names of:

- J. significant other employees or project investigators of the Grantee which the Grantee wishes to credit;
- K. other contributing project co-sponsors.

Disclaimer

Grantee shall include a disclaimer immediately after the cover page, which shall read as follows. For projects with multiple co-sponsors, all co-sponsors may be included in the disclaimer:

“DISCLAIMER

This report was prepared by _____ with support in part by a grant from the Ohio Coal Development Office of the Ohio Air Quality Development Authority (OCDO/OAQDA). Neither the State of Ohio nor any of its agencies, nor any person acting on behalf of the State:

1/ Make any warranty or representation, express or implied, with respect to the accuracy, completeness, or usefulness of the information contained in this report, or that the use of any information, apparatus, method, or process disclosed in this report may not infringe privately-owned rights; or

2/ Assume any liabilities with respect to the use of, or for damages resulting from the use of, any information, apparatus, method or process disclosed in this report.

Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring; nor do the views and opinions of authors expressed herein necessarily state or reflect those of the State of Ohio or its agencies.

NOTICE TO JOURNALISTS AND PUBLISHERS: Please feel free to quote and borrow from this report, however, please include a statement noting the Ohio Coal Development Office's support for the project.”

Report Summary

A report summary of one to two pages shall be prepared in the format outlined on the next page.

Table of Contents

The Final Report shall include a table of contents, including major section headings, illustrations, tables, charts, any addenda, appendices and supporting documentation, and identifying their location by page number.

Executive Summary

The Executive Summary shall:

- A. summarize the project results;
- B. specifically state whether the project proceeded as anticipated or achieved expected results;
- C. describe the implications of the project's results on the near future commercialization of the technology or process and estimate the timetable for same;

- D. identify the cost of this technology or process in terms of dollars per ton of sulfur dioxide, nitrogen oxide, and/or other pollutants removed, and dollars per ton of coal;
- E. describe the wastes and byproducts generated by the process, methods for their disposal or reuse, and estimated waste disposal costs on a dollar per ton of sulfur dioxide and nitrogen oxides or other emissions removed, and on a per ton of coal basis;
- F. estimate the effects of this project on Ohio coal use and/or by-products reuse;
- G. briefly describe anticipated next steps following this project, including technical and commercial/marketing, including identification of who potentially would participate in taking such steps.

Full Report

The Full Report shall include, at a minimum, the following information:

Introduction

- A. a "problem statement," including the general background or concern(s) which led to the project and proposal;
- B. the overall objective of the Grantee's total program, and the specific objective(s) of the work performed under this OCDO grant (i.e., a brief discussion of what was expected to be learned, accomplished or proven, technical and economic targets to be achieved in this project);
- C. a brief discussion of the involvement and contributions of other co-sponsors.

Technical Discussion

- D. a description of the technology or process;
- E. if applicable, a description of the plant/work site setup and how this project fits into it;
- F. the approach taken to meet the project objectives;
- G. a detailed description of the actual procedures used or work performed to obtain project results;
- H. a description of any problems or breakthroughs encountered during the course of the project;
- I. detailed project results and analysis of same in comparison to the project's original target performance goals, including a discussion of the implications of these results;
- J. a description of all waste and byproducts, including their chemical components, generated by the process, an estimate of the quantity of same, and a description of the relationships between material input (sulfur in coal, ash in coal, sorbent, etc.) and the material outputs using a material balance or similar method;
- K. a discussion of the options for costs, handling, disposal, or reuse of the wastes and byproducts;
- L. documentation/calculations/assumptions used to determine A through G in the Executive Summary.

Marketing/Commercialization Discussion

- M. describe who/what the market is for this project's technology/process, extent of the opportunities for application, and the anticipated marketing/commercialization program;
- N. discuss the potential market for use of the byproducts from technology/process;
- O. characterize how the project's results will affect the speed with which the marketplace will incorporate the technology/process;

- P. calculate the effects of these results on near-term increased use of Ohio coal, include estimated tonnages and timetables;
- Q. compare with similar competing technologies or processes the costs of sulfur dioxide and nitrogen oxides removed, or--for coal cleaning processes--the costs of sulfur and ash removal, both in dollars per ton of coal and dollars per ton of pollutant removed;
- R. describe immediate next steps, both technical and marketing;
- S. Develop/describe a marketing plan of action for this technology.

Final Budget Summation

- T. a table noting the total project budget by major category and contributions of all co-sponsors, including Grantee;
- U. a table detailing by line items the expenditure of OCDO funds on this specific project.

Appendices

Appendices shall be included, as appropriate, containing technical, analytical and test data, equipment/material specifications, technical drawings, and/or other information the Grantee deems necessary to fully describe the project and to verify the project's results.