

Instructions for CAAP Annual Report

General Instructions:

The CAAP annual report template is designed to provide a guidance for the principal investigators to prepare the annual reports for the ongoing CAAP projects.

The annual report must describe the results of all activities undertaken during the reporting period per the scope of work defined in the Cooperative Agreement.

There are two sections in the report:

- Section A should include high level summary about the project progress including the accomplished technical and educational activities, project modifications and financial activities that were incurred during the reporting period, as well as the update on project schedule by the time the report is prepared.
- Section B should include the detail technical information on the experimental program, together with the results and discussions from each of the tasks according to the scope of work planned in the original proposal.

Section A: Business and Activities

a. Contract Activities

Please provide update under each bullet item listed in the template. If there is no update for an item, please add "NA" or "None".

- Contract modifications should include the discussions about contract modifications incurred in the reporting period.
- Educational activities should include discussion about the activities to achieve CAAP educational objectives:

- Student mentoring:

Please include the student names, and the affiliations and education programs for the students who are participating in this project. For each student name, identify the student type: high school students, undergraduate students, graduate students, PhD students or postdoctoral students.

- Student internship:

Please include the names of the students who participated in the internship with the industry partners and/or pipeline operators in the reporting period.

- Educational activities:

Please include the activities on training next generation pipeline professionals and promoting pipeline safety, e.g. the curriculums provided to the university students, high school outreach activities, and trainings provided to the personnel working on pipeline safety, etc.

- Career employed:

Please include the numbers of pipeline career employment to the students involved in this project.

- Other:

Please include other activities that are relevant to the CAAP educational objectives.

- Dissemination of project outcomes should include the discussion about the papers published in peer review journals/conference proceedings, pending/issued patents, presentations made at seminars/workshops/conferences, etc. The manuscripts of the publications should be uploaded in Management Information System (MIS).
- Citations of the publications should include the references where the publications of the outcomes from this project are cited.
- Other: if there are other activities related to this project for this reporting period, please include the discussions here.

b. Financial Summary

Please provide update under each bullet item listed in the template. If there is no update for an item, please add "NA" or "None".

The information included in this section should be corresponding to the expenditures that are reported in the annual financial report. The information provided will be used as the supporting document for PHMSA to review the annual financial report.

- Federal Cost Activities:

- PI/Co-PI/student involvement:

Please provide high level summary of the time spent by PI, Co-PIs and the students working on this project during the reporting period.

- Materials purchased/travel/contractual (consultants/subcontractors):

Please provide high level summary of the activities on materials purchased, travel and contractual (consultants/subcontractors), etc that were incurred in the reporting period.

- Cost Share Activities:

- Cost share contribution:

Please provide high level summary of the cost share contribution to this project during the reporting period.

c. Project Schedule Update

Please provide update under each bullet item listed in the template. If there is no update for an item, please add “NA” or “None”.

- Project schedule should include an update on the planned tasks according to the milestone schedule in the proposal to indicate if they are on time, behind or ahead of schedule. For the tasks that are behind schedule, please provide explanations on the reasons that cause the delay, and indicate the impact on the other tasks due to the currently delayed tasks.
- Corrective actions should include the corrective actions, or propose for project modification.

d. Status Update of the 4th or 8th Quarter Technical Activities

If required by the contract agreement, the 4th and 8th quarter report should provide high level summary of the technical work progress of the tasks performed during this quarter.

Section B: Detailed Technical Results in the Report Period

1. Background and Objectives in the 2nd Annual Report Period

Please provide a summary of the background and objectives for the technical work performed in this reporting period.

2. Experimental Program in the 2nd Annual Report Period

Please describe the experimental design and test procedure under the subtitles in the template following the instruction below. If any of the listed items are not applied to your project, please delete the sections, and add the sections to describe the methodologies for the work performed.

2.1. Experimental Design

Please describe the detail of the experimental design, including the experimental setup, material chemical compositions, sample preparation/fabrication process, and the important parameters for conducting the experiments, etc.

2.2. Test Procedure

- Laboratory Testing:

Please describe the detail of testing procedure including a description of the test equipment. If it is a standard test, please specify the standard # and title

- Field Testing:

Please describe the test site, operating and environmental conditions where the test is performed, and the test duration, etc.

3. Results and Discussions

Please provide technical results and discussions on the performed tasks and subtasks under the task titles as outlined in the template.

4. Future work

Please provide description of the planned work in the next reporting period.