

Outline for Research Project Reports

Annual Report

Renewal of an authorized research permit is contingent upon receipt and approval of an annual report for each project. The annual report is due by the end of each calendar year and should be submitted with the [permit renewal form](http://www.dnr.sc.gov/seaturtle/volres/permitrenewal.pdf) (<http://www.dnr.sc.gov/seaturtle/volres/permitrenewal.pdf>). The following information should be included in the annual report for **each** project:

1. The title of the project [as it appears on the SCDNR marine turtle permit].
2. A detailed description of activities conducted, including the species and total number of animals collected/used, the manner of collection/use, and the dates and locations of collection/use.
3. Any preliminary analyses of the data.
4. A description of any problems and/or unforeseen effects which may have arisen during the research activities.
5. If mortality occurs, a brief narrative of the circumstances that surround each injury or death and a description of the measures taken to correct the problem that caused the injury or death.
6. Steps that have been and will be taken to coordinate the research with that of other researchers.
7. An updated scope of work for the upcoming year(s). Please note that any requests for modifications to the research must be clearly identified.

Final Report

Within ninety (90) days of completion of the project the permit holder must submit the final report to SCDNR summarizing the results and success of the research relative to its goals. The final report should have a title that matches the original title in the proposal, and sections for introduction, methods, results, discussion, and literature cited.

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