**FINAL REPORT**

The Grantee must submit a written Final Report within 30 days of the completion of the grant period of performance in order to receive full compensation for the grant. The Foundation will be given one month to review and approve the report or notify the Grantee if revisions are necessary in order to receive full compensation for the grant. The Grantee will have 30 days to make the necessary changes. The following format must be used for the Final Report.

**1.0 Cover Page** that provides the following information:

Grant Number and Title

Institution or Organization Name

Principle Investigator

Contact Information (email, phone, fax)

Period of Performance

**2.0 Executive Summary (recommended length 1 page):** The executive summary should provide a succinct and accurate description of the problem statement, the research approach, accomplishments and expected impact on mining health and safety. Since this executive summary will be released to the general public, proprietary information or budgetarydetail should not be included.

**3.0 Problem Statement and Objective:** The solicitation focus area should be identified and the problem statement summarized. The objective(s) and specific aims of the effort relating to the solution of the problem should be included.

**4.0 Research Approach:** The strategy used to solve the problem should be clearly described. The specific tasks that were used to address the problem are to be identified and described to a level of detail that would allow another researcher to understand theoretical studies and relevant assumptions, repeat critical experiments, verify analyses, confirm engineering design, and derive comparable conclusions from the research effort.

**5.0 Summary of Accomplishments:** The highlight of the report should be a detailed summary of what was accomplished. This section should include a concise summary of accomplishments for specific tasks, but the focus should be related to specific aims and significant accomplishments. Clear evidence should be provided to show what was done and how these results achieve the objectives of the project.

**6.0 Dissemination Efforts and Highlights:**  In addition to summarizing the accomplishments, a complete record of presentation, publications (including those in process) and deliverables shall be provided. In addition to this record, a dissemination plan shall be provided for any enabling technology, design guideline or tool that requires further distribution to enhance the Foundation’s safety and health agenda as a result of this project.

**7.0 Conclusions and Impact Assessment:** A key goal of the Foundation’s agenda for funding these research efforts is to produce practical outputs that have a measureable impact on mining health and safety. The report should draw conclusions regarding how and to what degree these accomplishments either advanced the science or solved the problem. While the outcome of these accomplishments may not be immediate, the report should also conclude with an implementation plan that will allow continued assessment of the results and impact and of this work beyond the completion of the project.

**8.0 Recommendations for Future Work:** Recommendations for future work shall be summarized.

**9.0 References:** List all relevant references.

**10.0 Appendices:** Include any material not previously documented that is relevant to support the effort of the project, accomplishments, or conclusions. For example, data sets that support the research approach and the record of accomplishments can be provided in the Appendix.

**11.0 Acknowledgement/Disclaimer:** Final Report must include the following disclaimer language: “This study was sponsored by the Alpha Foundation for the Improvement of Mine Safety and Health, Inc. (ALPHA FOUNDATION). The views, opinions and recommendations expressed herein are solely those of the authors and do not imply any endorsement by the ALPHA FOUNDATION, its Directors and staff.”