

# NIMBioS Reporting Requirements

Revised August 2010

## Working Group and Workshop Organizers

Within two weeks of the meeting, you must supply the following two documents to the Associate Director for Scientific Activities (Sergey Gavrilets, [sergey@nimbios.org](mailto:sergey@nimbios.org))

1. Public Information (to be linked on the NIMBioS website) Provide a single paragraph (8-10 lines) on what exactly was done at the meeting and on the future plans. At the end of this paragraph, list the names and affiliation (including departments) of all participants at the meeting.
2. Additional reporting (for internal use and for reporting to sponsors, the Board of Advisors, and the site visit team; will not be made public) Answer the following questions (1 paragraph for each). You might need to ask your group members for input on this report.
  - a. What exactly did you do during the meeting?
  - b. Describe new collaborations that were established, if any (with/between whom? Provide names and affiliations). Include a brief description of what the collaborators are hoping to accomplish.
  - c. What are the meeting deliverables, e.g., papers, software, database, including things that are in progress? Be specific, e.g., for papers, list the tentative titles and current co-authors.
  - d. What are the next steps in your group activities?
  - e. Are there any students/postdocs at your home institution who are involved in projects related to the group activities? List names and departmental affiliation.

**Please continue to the next section regarding how to report products and how to acknowledge NIMBioS in your efforts.**

## All Participants (including Short-term Visitors and Workshop/Working Group Organizers)

The primary responsibility of NIMBioS researchers – visitors and residents – is to fulfill their goals regarding the scholarly activities undertaken at the Institute. Results produced from NIMBioS research activities are very important in measuring the success of NIMBioS.

Researchers are expected to report to NIMBioS any publications and/or other products that have resulted from activities at NIMBioS. In addition, copies of articles published should be sent to the Institute in electronic form. All research products derived in whole or in part through activities funded by NIMBioS are expected to formally acknowledge the role that NIMBioS funding played in the product development. The following links will help you in reporting your results:

[Online Form to Report Results/Products](#)

[Suggested Acknowledgment Formats](#)

[NIMBioS Logo Files](#) (for inclusion in presentations about NIMBioS-related work)

[How to Write A Press Release.](#)