APPENDIX L

Final Report Template

Geotechnical Properties and Flow Behavior of Coal Refuse under Static and Impact Loading

OSMRE Cooperative Agreement Number: #
Final Report

Reporting Period (Start Date and End Date)

Principal Author(s):
(Private Investigator (PI) for the project should be listed first)

Date Report was Issued (Month [spelled out] and Year [4 digits])

Name and address of submitting organization
(This section should also contain the name and address of significant contractors or subcontractors who participated in the production of the report.)

Disclaimer

Abstract

A brief, concise summary of the report

Graphical Materials List

Introduction

Executive Summary

It should be a well organized summary that highlights the important accomplishments of the project during the reporting period. It should be no less than one page and no more than two pages in length, and should be single spaced. This summary must be much more comprehensive than the traditional "abstract."

Experimental

It should describe, or reference all experimental methods being used for the project. It should also provide detail about materials and equipment being used. Standard methods can be referenced to the appropriate literature, where details can be obtained. Equipment should be described only if it is not standard, or if information is not available through the literature or other reference publications.

Results and Discussion

It is extremely important to include enough relevant data, especially statistical data, to allow the project manager to justify the conclusions. It also means that only relevant data should be included in the report. With the relevant data, explain how you interpreted the data and how that relates to the original purpose of the project. Make it very clear on how this applied science effort solved or contributed to solving the original problem.

Conclusion

It should not simply reiterate what was already included in the "Results and Discussion" section. It should summarize what has already been presented, and include any logical implications, to include how the successes are relevant to technology development in the future. This is extremely important, since "relevancy" continues to be a criterion.

References