**Conservation Innovation Grants End-of-project Guidance**

Conservation Innovation Grants (CIG) grantees nearing the end of their project should read the information below carefully. Grantees looking to secure a one year no-cost extension of their project must submit a request to CIG staff no later than 30 days before the project end date.

# Financial and Administrative Close-out Procedures

*Final SF-425 and Project Report*

Within 90 days of the date of project completion, grantees must submit a final SF-425 financial report and their final project report (see below on guidance for the final report). These documents must be received by NRCS before the agency will process the final reimbursement request.

*Final Payment Request (SF-270)*

Grantees must submit their final SF-270 reimbursement request within 90 days after the date of project completion. The SF-270 will be processed once the final SF-425 and final project report are received.

*Project Closeout*

NRCS grants and agreement staff will officially close the project file and account following processing of the final SF-270 reimbursement request. This closeout reflects the end of all programmatic and administrative actions on the CIG project.

# Final Report

The final programmatic report submitted by CIG grantees should be an overview of the entire project, including successes, challenges, and next steps. As NRCS publishes all final reports on its website, these documents should be concise and written in plain language to be accessible to the public. Following are some guidelines grantees should consider when developing final reports:

* Final reports in most cases should not exceed 10 pages.
* Final reports should be written in plain language and include:
	+ background/rationale for the project,
	+ a brief summary of methods,
	+ results,
	+ challenges,
	+ a summary of outputs with links, and
	+ potential next steps.
* It is not necessary to include detailed scientific information and graphs, but the document should reference all deliverables and all deliverables need to be accessible to NRCS staff. We highly recommend providing links or references to these deliverables. The references should be attainable, and if they are not awardees should send these deliverables with the final report to NRCS so we can provide the links for the public.
* If additional detailed information is required by NRCS technical experts as they look to incorporate CIG project results into agency operations, a request for this information will be made to the grantee.
* Public-friendly graphics and explanatory graphs/infographics are encouraged.

All final reports will be reviewed by the project technical contact and other technical experts. Incomplete or insufficient final reports will be returned to the grantee for additional information.

# Communications

NRCS is continually seeking opportunities to communicate CIG successes to NRCS leadership, agency stakeholders and the public at large. As projects reach their conclusion, grantees are asked to coordinate with CIG staff to identify communications opportunities related to their projects. The CIG team and NRCS’s public affairs division both have individuals responsible for CIG communications.

# Project Follow-Up

Successful projects that lead to incorporation of approaches, technologies or tools into NRCS operations may require additional follow-up with grantees by agency technical experts. NRCS looks forward to working with grantees should follow-up be required.