Checklist for WRF Final Reports and Products

This form must be submitted with the completed Final Report package. It is available electronically by request from the Communications Team or from the WRF website. Please visit our website for information on preparing a report for guidelines, sample report pages, and other essential information.

Complete the form below and submit with final report. ***WRF will not accept an incomplete package.***

Report Title _____

Project Number _____

Primary Author _____

Phone Number_____ **E-mail Address** _____

Did this project have any co-sponsors? If so, please list:
_____

The report should include the following required report sections (**in order of appearance**):

_____ Title Page
_____ Disclaimer Page
_____ About WRF Page
_____ Acknowledgments Page
_____ Abstract, Benefits, and Keywords
_____ Table of Contents
_____ List of Tables
_____ List of Figures
_____ List of Acronyms (recommended)
_____ Executive Summary
_____ Main Body of Report
_____ Appendices
_____ Glossary of Terms (recommended)
_____ Reference List

Patentable Inventions or Discoveries

Does final project contain patentable inventions or discoveries?   Yes _____   No _____
If the final report contains patentable inventions/discoveries, in a separate copy of the original final report, you must identify the location(s) where such information appears in this report.

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