Texas Sea Grant Research Reporting Guide – As of January, 2026

This document updates the Annual and Final Report requirements for Texas Sea Grant–funded projects and provides step-by-step instructions for submitting your report in **AirTable, our online data collection and reporting system,** including screenshots for completing the Research Reporting Data Collection Form.

Reporting Requirements

Annual Report:

- Research Annual Report is **due by February 15** each year the grant is active, **including the final year**.
- **Report Period of Performance: February 1, 2025 – January 31, 2026**.
- The Research Annual Report is based on the National Sea Grant Metrics and Performance Measures Report—a quantitative report required for all TXSG-funded projects. This data contributes to the **Texas Sea Grant Annual Report**, submitted to the **National Sea Grant Office (NSGO)** each June.
- ***Requires brief, succinct, high-level responses.***
- **Lead PIs** must incorporate all **sub-recipient data** into the annual/final project report.

Annual Report Must Include:

- Project Updates
- Metrics
- Students Supported (New, Continuing, Graduating)
- Partners Engaged during the reporting period
- Performance Measures
- Annual Highlight or Final Accomplishment Statement
- Influenced Funds
- NOAA Progress Questions
- Final Outcomes
- Publications
- Theses/Dissertations

Important Notes:

- **Narrative Writing Requirements for NOAA Reporting:** All narrative sections contribute to NOAA's national reporting (e.g., Annual Highlight, Project Update, and Final Accomplishment Statement); therefore, must be written in the third person and clearly attribute work to Texas Sea Grant. These entries should be program-level, stand-alone descriptions and should avoid first-person ("we," "our") or PI-centric language. **Some response text boxes have character count limitations. Do NOT exceed the character count noted.**
    - The National Sea Grant Office requires beginning the narrative comment with one of the following prefixes to ensure consistent attribution.
    - **Texas Sea Grant attribution prefix options**:
        - "Texas Sea Grant researcher achieved…"
        - "Texas Sea Grant research team accomplished…"
        - "Texas Sea Grant research project delivered results of…"

- Use this guidance for the following sections:
  - *Annual Highlight, Project Update, and Final Accomplishment Statement:*
    - Both the **Title** and the **RECAP** should include a Texas Sea Grant attribution prefix.
    - **Title** should include the prefix, and be brief and concise, similar to a newspaper headline. (This is NOT the title of your project).
    - **RECAP** should repeat the title language and conclude with a short, high-level result that summarizes the highlight, update, or accomplishment.
  - *Benefits (Performance Measure):*
    - Benefits is a performance measure that requires a justification comment. This narrative field contributes to national reporting, therefore, the justification should also be written in the third person, begin with a Texas Sea Grant attribution prefix, be brief and concise, and proves results (with dollar impact cited or other proven results).

End of Project Final Report:

If your project is ending, researchers do **not** need to complete both an annual report and a final report in the final year. Submit only the **Final Project Report**, which includes:

- Metrics and performance measures **only for the final period of performance** (no duplication of previous annual data); and
- Project Update; and
- Final Accomplishment Statement (instead of Annual Highlight); and
- NOAA Questions with responses from a **final project completion perspective**; and
- **Due within 30 days of project completion or by end of February**.

Reporting Method: AirTable Online System

- Texas Sea Grant has implemented a new Research Project Reporting System in AirTable, first used for the TXSG 2024 Annual Report.
- Reporting Period for 2025 Annual Report: **February 1, 2025 – January 31, 2026**
  - If your project expired or will expire by 1/31/2026, only report activities for this annual period, not cumulative totals.

How to Create a New Report Record – Step-by-Step Instructions

You previously received an email invitation to create an AirTable account last year, for the 2024 Annual Report. Please log in before beginning a new report record for 2025 Annual Reporting.

You will need to access the link below for the **Research Reporting Data Collection Form** in AirTable to begin your **Annual Report**. AirTable will guide you through each section. Each Performance Measure/Metric includes NSGO guidelines, definitions, and examples of what to report and what not to report.

1. Use the following link to begin: Research Reporting Data Collection Form - Airtable
   a. Note: Use this link to **create a new annual reporting record** *and* to **submit additional new data for the same report year**;

2. Select your name;
3. Select Report Type – 3 Report Type options:
    - **Annual Report** (publications, if not reported earlier in the year, can be reported here); or
    - **End of Project Final Report;** or
    - **Publications Only Reporting** (required as produced throughout the year).
4. Select Section(s) to Complete:
   (At least one section must be selected for Annual or Final Reports)
    - Economic Impact; or
    - Highlight/Final Accomplishment; and
    - Influenced Funds; and
    - NOAA Progress Questions; and
    - Performance Measures and Activity Metrics; and
    - Products (Tools, Technologies, Information Services); and
    - Project Partners ENGAGED during the current reporting period; and
    - Project Update; and
    - Publications; and
    - Students Supported.
5. Select Project Title;
6. Select Reporting Period (defaults to the current cycle);
   Follow through the form and **answer all questions**; if the question is not applicable to your project, then state "N/A" or enter zero (if numeric) for the response. **All questions must have a response.***

Important Notes:

- **Narrative Writing Requirements for NOAA Reporting:** Please refer back to the "Narrative Writing Requirements" section on page 1, regarding third-person voice and Texas Sea Grant attribution prefix.
- **Red-star items are mandatory. *** If you cannot complete a section due to time constraints, deselect it and submit only the completed sections. To return to complete additional sections later, **click on the link again**, in order to complete the additional remaining sections and submit again.
- **Submission email confirmation:** After each submission, AirTable sends an email confirmation containing sections submitted.
- **End-of-summer PDF Summary:** After the National Sea Grant Office approves our full annual report, TXSG will send each researcher a **PDF summary** of their submissions as the Research Annual Report, for your records and for you to provide to your sponsored programs office, to satisfy the report deliverable.

IMPORTANT: Unfortunately, there is no preview option available in AirTable for you to view a download *prior to submission*. Further, once you submit section(s), the system does not have the capability to allow you to print, (although there is a CVS file download method noted on page 5 and AirTable does send an email submission confirmation). **Therefore, the workaround to print a view *prior to submission*, is the following:**

Print a Copy of the View BEFORE Submitting:

In order to save a view of the information that you have input within the Research Data Collection Form, *prior to submission*, perform the following steps **before you click the button to submit**:

1. Click the **three dots** in the upper-right corner (see **Figure 1**, green circle).
2. Select **"Print this page"**.
3. Save as a PDF for your records.

Note: **After you click Submit**, the system does not allow you to print a view from this form. There is another option available to print your submission (other than the AirTable email confirmation); see final section for downloading a CSV file.

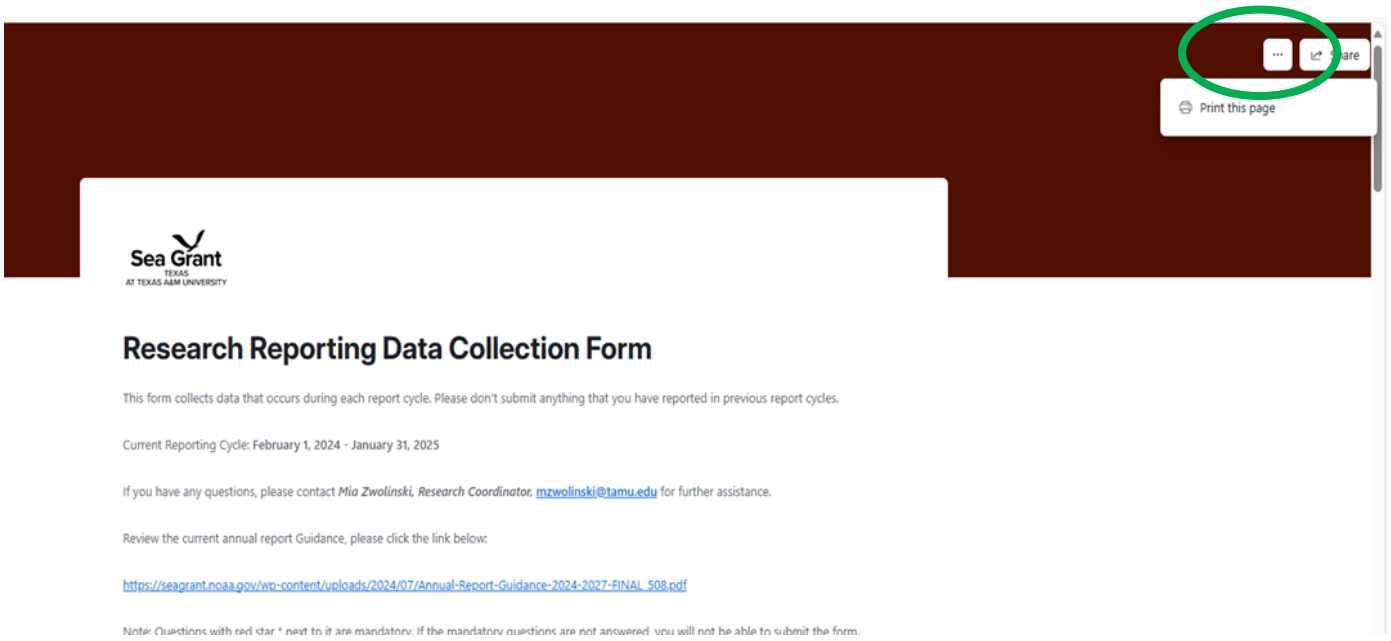

Figure 1

To Edit an Existing Report Record AFTER Submission for Revising/Correcting Submission Data:

Use this link: [Edit Existing Research Data Reporting Record: Edit Economic Impact - Airtable]

In the Interface (See **Figure 2**):

- Tabs on the left show each **report section;**
- Click a tab and edit as needed;
- All changes are **saved automatically**.
- DO NOT enter new report sections in this Edit Interface; click on the **form link** again to start a new section for the current annual report and submit again.

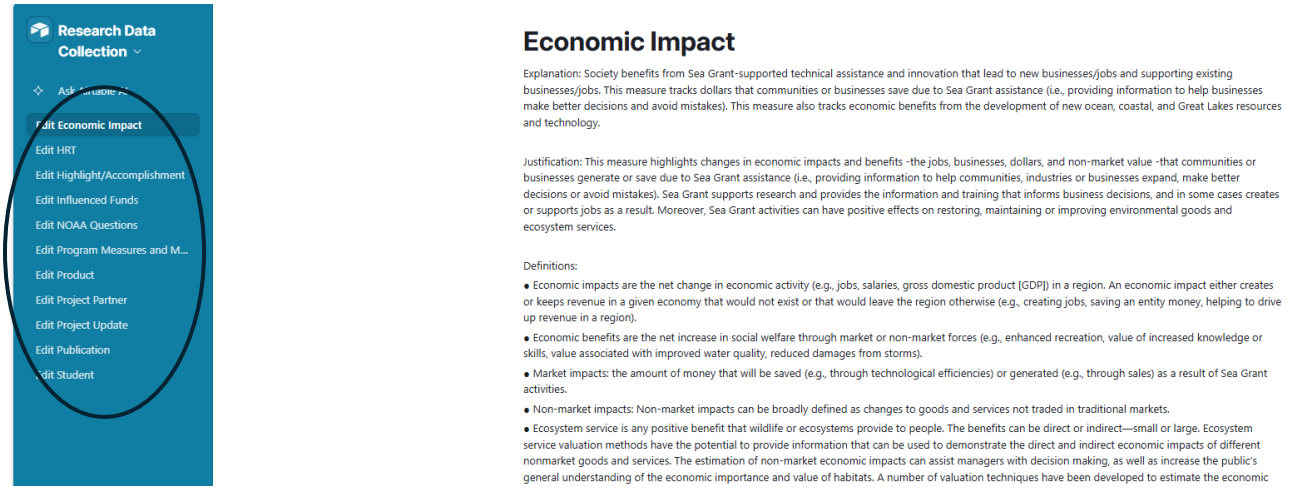

Figure 2

Downloading All Reporting Data (CSV):

To download all data for your project:

1. In the upper-left of the Interface, click the **"Research Data Collection"** dropdown (**Figure 3**);
2. Select **"View Data."**

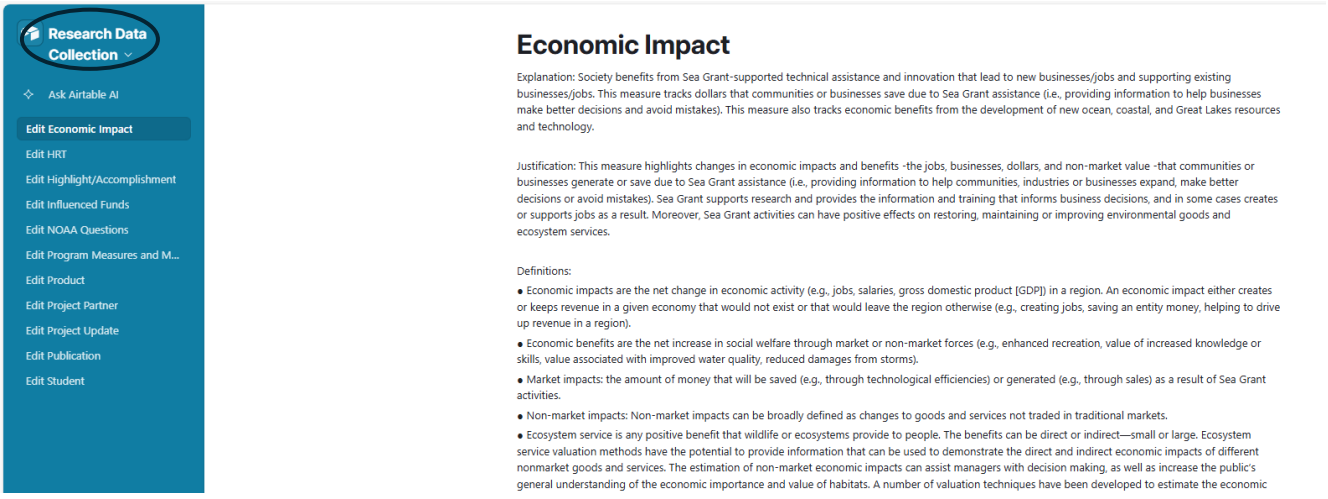

Figure 3

3. A list of reports is displayed (**Figure 4**, black circle); click on your report to view the details;
4. See upper right (**Figure 4**, red circle), click the dropdown to download a **CSV file** of your report data (**Figure 5**).

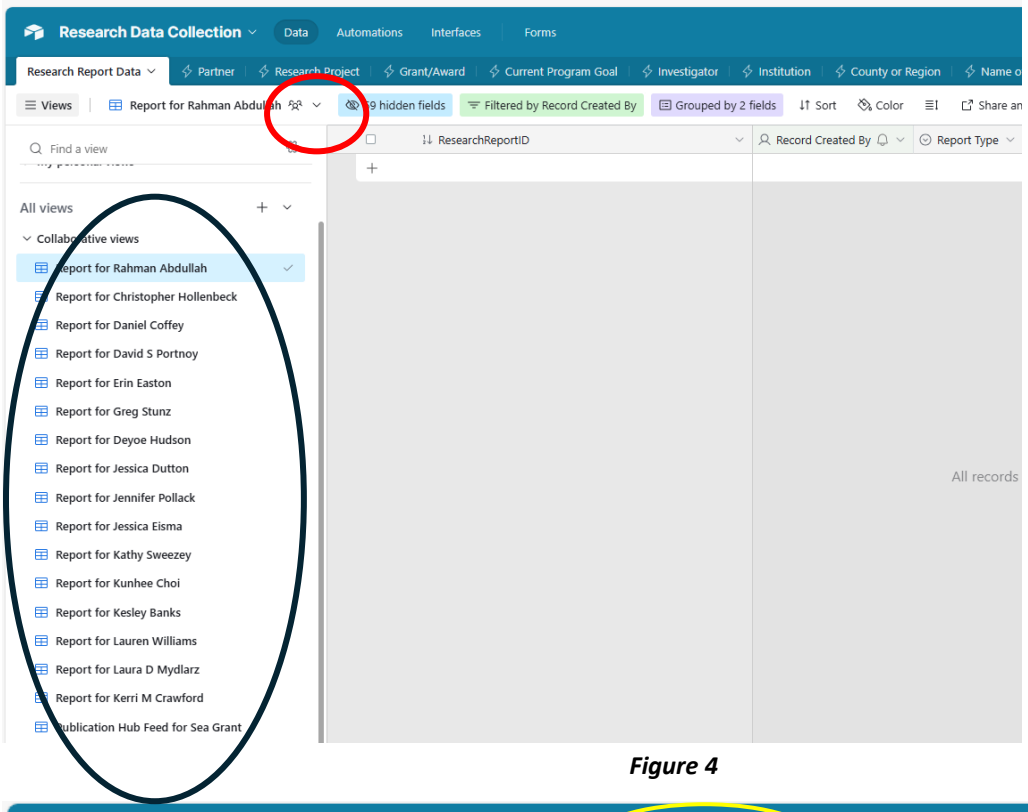

Figure 4

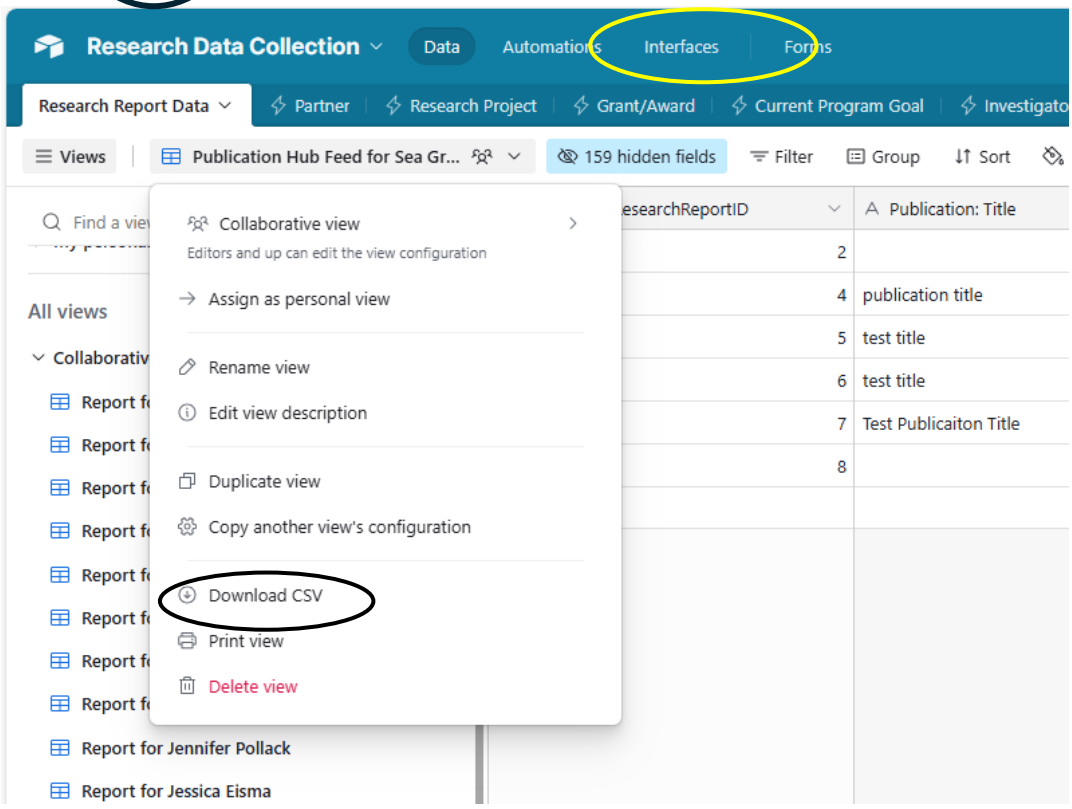

Figure 5

Additional guidance:

- **Steps to review previously submitted report data sections to enter edits, corrections, or revisions:** Click **Interface** (**Figure 5**, yellow circle) to navigate to AirTable's guided editing pages for reviewing and correcting/updating your previously submitted reporting data;
- **Steps to submit additional sections for the same report year, do NOT enter in the edit mode, instead:** Click on the **Form link** again or click on **Forms** (**Figure 5**, yellow circle) to add a new report section in the Research Data Collection Form, to complete and submit an additional section for the current report year.

Need Assistance?

For questions or help:

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Xiaoping can also schedule a **training Zoom session** and walk you through the AirTable system, if needed.