

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...”

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

- 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**;

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

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.

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

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.

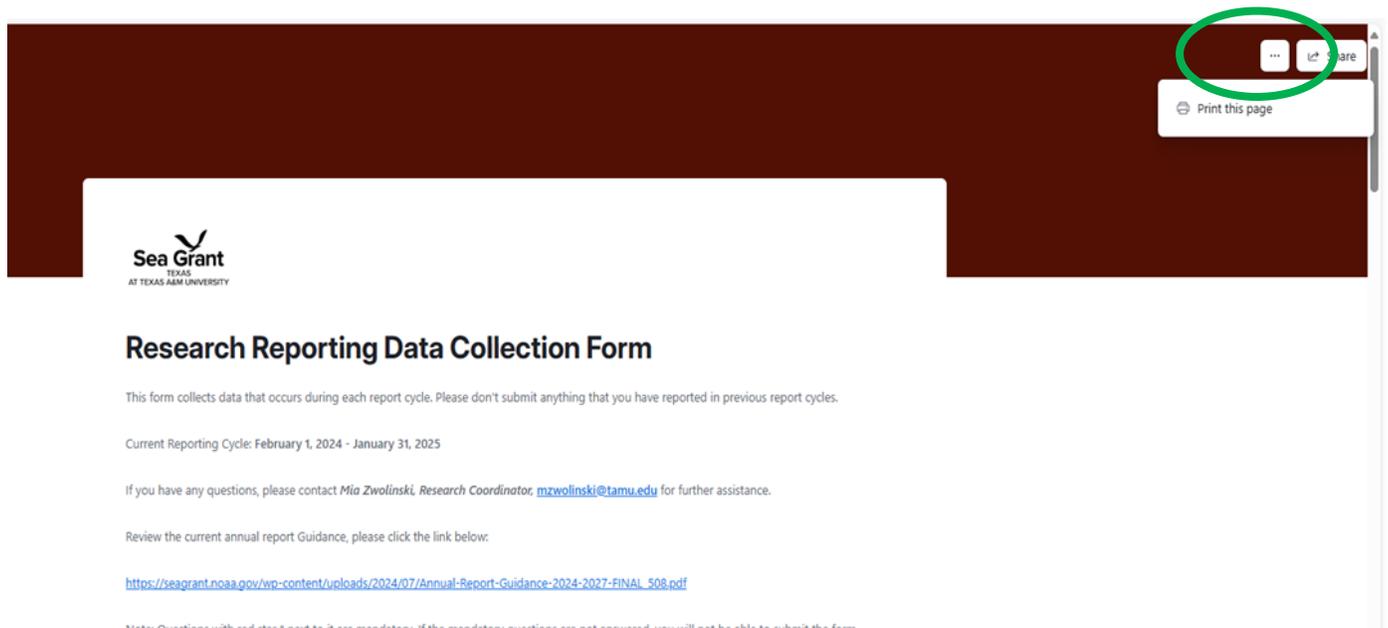


Figure 1

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

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.



Economic Impact

Explanation: Society benefits from Sea Grant-supported technical assistance and innovation that lead to new businesses/jobs and supporting existing businesses/jobs. This measure tracks dollars that communities or businesses save due to Sea Grant assistance (i.e., providing information to help businesses make better decisions and avoid mistakes). This measure also tracks economic benefits from the development of new ocean, coastal, and Great Lakes resources and technology.

Justification: This measure highlights changes in economic impacts and benefits -the jobs, businesses, dollars, and non-market value -that communities or businesses generate or save due to Sea Grant assistance (i.e., providing information to help communities, industries or businesses expand, make better decisions or avoid mistakes). Sea Grant supports research and provides the information and training that informs business decisions, and in some cases creates or supports jobs as a result. Moreover, Sea Grant activities can have positive effects on restoring, maintaining or improving environmental goods and ecosystem services.

Definitions:

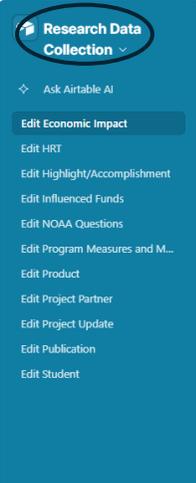
- Economic impacts are the net change in economic activity (e.g., jobs, salaries, gross domestic product [GDP]) in a region. An economic impact either creates or keeps revenue in a given economy that would not exist or that would leave the region otherwise (e.g., creating jobs, saving an entity money, helping to drive up revenue in a region).
- Economic benefits are the net increase in social welfare through market or non-market forces (e.g., enhanced recreation, value of increased knowledge or skills, value associated with improved water quality, reduced damages from storms).
- Market impacts: the amount of money that will be saved (e.g., through technological efficiencies) or generated (e.g., through sales) as a result of Sea Grant activities.
- Non-market impacts: Non-market impacts can be broadly defined as changes to goods and services not traded in traditional markets.
- Ecosystem service is any positive benefit that wildlife or ecosystems provide to people. The benefits can be direct or indirect—small or large. Ecosystem service valuation methods have the potential to provide information that can be used to demonstrate the direct and indirect economic impacts of different nonmarket goods and services. The estimation of non-market economic impacts can assist managers with decision making, as well as increase the public's general understanding of the economic importance and value of habitats. A number of valuation techniques have been developed to estimate the economic

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.”**



Economic Impact

Explanation: Society benefits from Sea Grant-supported technical assistance and innovation that lead to new businesses/jobs and supporting existing businesses/jobs. This measure tracks dollars that communities or businesses save due to Sea Grant assistance (i.e., providing information to help businesses make better decisions and avoid mistakes). This measure also tracks economic benefits from the development of new ocean, coastal, and Great Lakes resources and technology.

Justification: This measure highlights changes in economic impacts and benefits -the jobs, businesses, dollars, and non-market value -that communities or businesses generate or save due to Sea Grant assistance (i.e., providing information to help communities, industries or businesses expand, make better decisions or avoid mistakes). Sea Grant supports research and provides the information and training that informs business decisions, and in some cases creates or supports jobs as a result. Moreover, Sea Grant activities can have positive effects on restoring, maintaining or improving environmental goods and ecosystem services.

Definitions:

- Economic impacts are the net change in economic activity (e.g., jobs, salaries, gross domestic product [GDP]) in a region. An economic impact either creates or keeps revenue in a given economy that would not exist or that would leave the region otherwise (e.g., creating jobs, saving an entity money, helping to drive up revenue in a region).
- Economic benefits are the net increase in social welfare through market or non-market forces (e.g., enhanced recreation, value of increased knowledge or skills, value associated with improved water quality, reduced damages from storms).
- Market impacts: the amount of money that will be saved (e.g., through technological efficiencies) or generated (e.g., through sales) as a result of Sea Grant activities.
- Non-market impacts: Non-market impacts can be broadly defined as changes to goods and services not traded in traditional markets.
- Ecosystem service is any positive benefit that wildlife or ecosystems provide to people. The benefits can be direct or indirect—small or large. Ecosystem service valuation methods have the potential to provide information that can be used to demonstrate the direct and indirect economic impacts of different nonmarket goods and services. The estimation of non-market economic impacts can assist managers with decision making, as well as increase the public's general understanding of the economic importance and value of habitats. A number of valuation techniques have been developed to estimate the economic

Figure 3

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

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**).

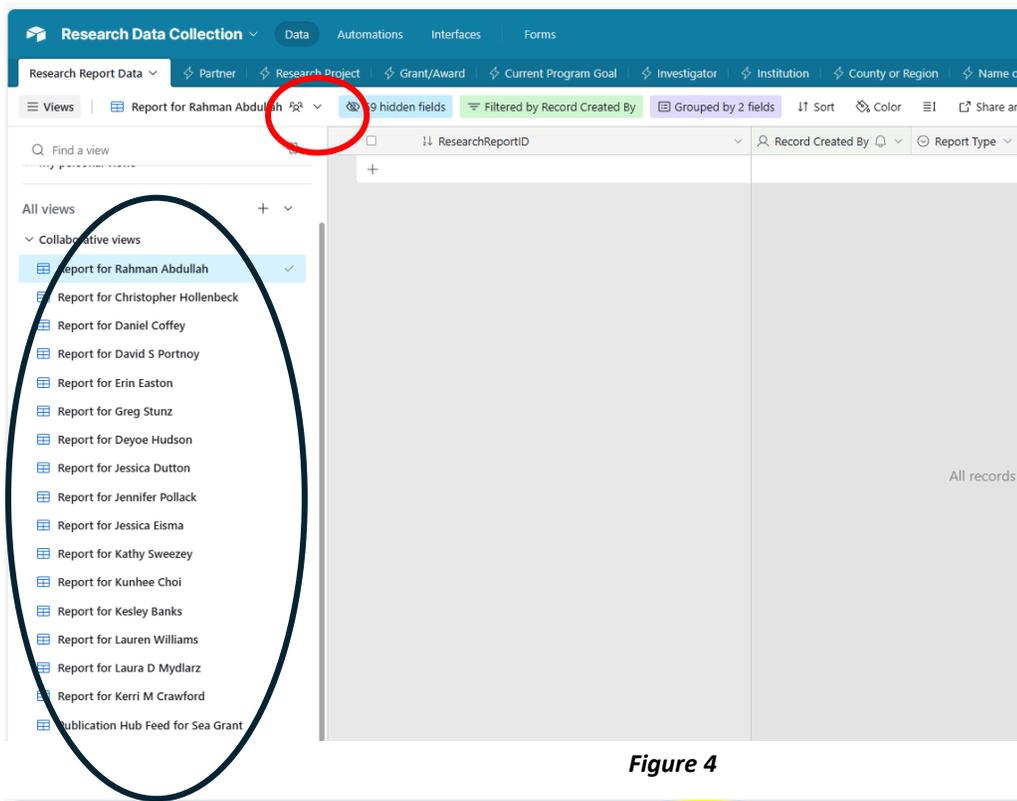


Figure 4

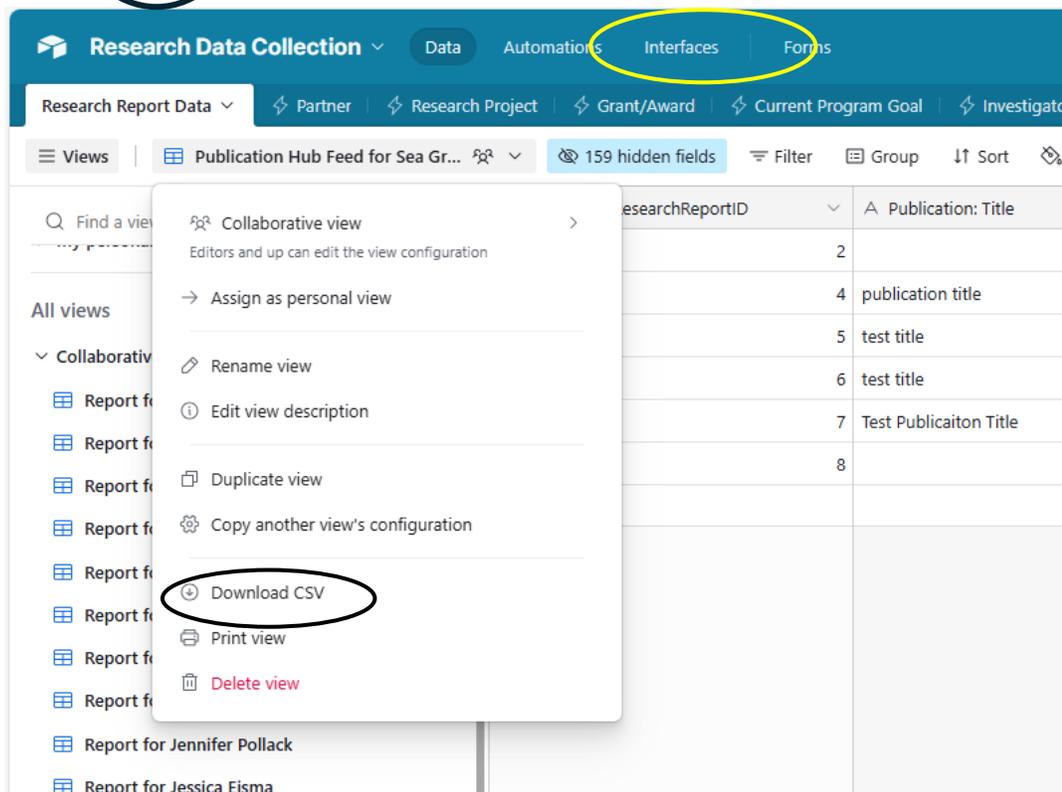


Figure 5

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

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:

Mia Zwolinski, Associate Director/Research Coordinator | mzwolinski@tamu.edu

Xiaoping Li, Reporting Coordinator | xli68@tamu.edu

Joana Rocha, Program Coordinator II – Research | joana1@tamu.edu

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