



U.S. DEPARTMENT OF  
**ENERGY**

Office of  
Science

## From The DOE Deliverables Guidelines PROJECT REPORT.

This required report should communicate the outcomes and success of your project activities to the Office of Workforce Development for Teachers and Scientists (WDTs). It is not intended to be a scientific publication, and should be a narrative on meaningful outcomes and accomplishments made during your internship. The content of your report should be written at a level for readers who are not necessarily subject matter experts, but do have general scientific or technical knowledge and research experience.

### Report Format

The report can only be submitted as a normal Adobe Acrobat PDF document (with a name of the form "yourfilename.pdf") via an upload to the WARS online system. The required page format comprises margins of one inch around the text (top, bottom, left, right) with the text being in a 12-point, single-spaced (12 point), Times, Times Roman, or appropriate symbol font (for math script).

### Report Required Elements

**Abstract.** An approximately 300-word summary is required that should be a concise summary of the significant items in the report. In combination with the title it should be an adequate indicator of the content of the report. Prepare it as a single paragraph. The abstract should be a clear, concise summary of the principal facts and conclusions, organized to reflect its pattern of emphasis.

**Body.** No more than a total of six pages, comprising the report's *Body*, can be used to appropriately address each of the following required six sections:

- 1) Introduction - Background and Project Objectives.** Provide the context of past and competing technical work that motivated the project; how the present activity goes beyond that work; the proposed technical objectives of this work, and how well they were met, including any additional objectives that developed in the course of your activity.
- 2) Progress - Technical Approach, Impacts, and Accomplishments.** Describe the technical approach taken by the project; results, stressing the most significant accomplishments and impacts.
- 3) Future Work** – Briefly state future activities anticipated or planned, with estimates of required scope to achieve or extend the project deliverables.
- 4) Impact on Laboratory or National Missions.** Briefly describe project connection and relevance to DOE and Laboratory missions; actual impact on projects including both (a) changes to direction of existing projects and/or (b) new work or new capabilities resulting from the project. Please include a statement regarding the source of funding for the primary research project.

### 5) Conclusions

### 6) References

**Appendix.** Please provide the additional information requested below. The *Appendix* is in addition to the report *Body* above, and this content is not counted towards the six-page report limitation.

Following the *References* section, please address the following, as appropriate:

**Participants-** In a table, list the names, institutions, and roles of each person who participated in the project, including host lab personnel, CCI or SULI students, or other students, as appropriate. Include a brief statement of each participant's project team role.

**Scientific Facilities** - Briefly state if any scientific user facilities were part of your project activities, including identification of the facility.

**Notable Outcomes** - *Publications, Reports, Manuals, Drawings/Schematics, Patents, or Presentations.*

List any articles, patent disclosures, laboratory technical reports, invited/contributed conference/workshop presentations, technical documents, and/or internal presentations resulting from activities performed under this appointment. Please include full bibliographical citations, co-authors, affiliations, titles, and/or venues, as appropriate.

### **Additional Guidelines**

#### **Abstract**

The *Abstract* should be on a separate page preceding the report's *Body*.

#### **Body**

The entire section may not exceed 6 pages.

#### **References**

Publications listed in the *References* section of your report should be cited in the report body in brackets by number. Example: As illustrated in Figure 3, we used a newly reported optical measurement for the ultrafast dynamic response of shocked photonic crystals [1].

#### **Appendix**

The *Appendix* should follow the report's *Body*.

#### **Figures**

The *Body* of your report may not include more than three figures, and extensive technical drawings or materials should appear in the *Appendix*. Please ensure that your figures are high resolution and that all text included in the figures is legible. It is helpful to include figures that illustrate concepts and

approaches as well as scientific and technical results. Each figure must have a caption. When referencing figures in your report, please spell out and capitalize the word *Figure* and follow it with the number of the figure to which you are referring.

Examples:

An example of our work is shown in Figure 1.

Schematic diagrams of ultrafast electrical current and terahertz-harmonic generation in (a) centrosymmetric media with four-wave mixing, (b) symmetry broken boundaries, and (c) centrosymmetric media in a biased DC electric field. (Figure 2).

***Equations***

Equations should not be included in your report unless they are absolutely necessary to communicate an important concept. Equations must be embedded such that no special characters or symbols are lost when converting and uploading files.

***Acronyms***

Spell out all acronyms the first time they are used. Do not assume the reader knows your terminology.