**Final Technical Report Template**

**[Remove this informational page and instructional *blue* text throughout the template in the final version of your Final Technical Report before submitting it to OSTI]**

***Instructions***

Your comprehensive Final Technical Report must be submitted online to the Office of Scientific and Technical Information (OSTI) system, which first requires the completion of the DOE 241.3 form on-line at <http://www.osti.gov/elink-2413>. See the online Recipient Guide [Appendix 5: Final Technical Report to OSTI User Guide](https://www.energy.gov/sites/default/files/2022-12/appendix-5-final-technical-report-to-osti-user-guide-nov-2022.pdf) for guidance on uploading the Final Technical Report to the OSTI system. **The report MUST be only one file in PDF format.**

The Final Technical Report is NOT a final quarterly report, but an accounting of the activities performed to complete the project, and a comprehensive description of the results achieved, including lessons learned.

While the use of this Final Technical Report template is optional, the content outlined within this template is required to be included in your Final Technical Report.

* This template includes fillable text fields enclosed in brackets **[]** in the header, the cover page, and the ‘Acknowledgment’ section following the cover page. To fill these text fields in, simply click on the field and type in the required information.
* To fill in the required text fields in the header, double-click in the header area to allow editing. When complete, click the ‘Close Header and Footer’ tool located in the Word tool ribbon above.
* Please do NOT include your DOE contacts (Project Officer, Project Monitor) on this report.
* **The Final Technical Report should be publicly disclosable and NOT contain confidential, proprietary, or business sensitive information.**
* It is strongly encouraged that pictures of the project(s) be included in the Final Technical Report.
* If using this template, please remove this informational page and all instructional ***blue*** text when completing your Final Technical Report.
* The Final Technical Report must be submitted to OSTI in Adobe PDF format.

To sample other Final Technical Reports, visit the Office of Indian Energy’s Tribal Energy Projects Database here:

<https://www.energy.gov/indianenergy/tribal-energy-projects-database>

\* Steps to remove this informational page:

1. Click anywhere on this page
2. Press **Ctrl + G** to bring up the ‘Find and Replace’ function
3. Type in **\page** in the ‘Enter page number’ box
4. Press **Enter** on your keyboard, then select ‘Close’
5. Verify that the content on this page is selected, then press **Delete** on your keyboard to delete text
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**Final Technical Report Cover Page**

*If you choose, insert logo or picture in image space below. Please delete if not used.*



*Please complete the following information by clicking into the text box and entering the information.*

|  |  |
| --- | --- |
| **Recipient Organization:** | [Name of Recipient] |
| **Project Title:** | [Project Title] |
| **Date of Report:** | [Date] |
| **Award Number:** | [Award No. DE-IE0000XXX] |
| **Total Project Costs:** | [Total $ Amount] |
| **DOE Share:**  **Recipient Cost Share:** | [DOE Share $ Amount]  [Cost Share $ Amount] |
| **Project Manager:** | [Name, email address] |
| **Project Partner(s):** | [Name, email address] |

*Acknowledgment and Disclaimer language are from award Special Terms and Conditions. Please edit the award number in the Acknowledgement statement to match the award number for which this Final Technical Report is being submitted*

**ACKNOWLEDGMENT**

This material is based upon work supported by the Department of Energy, Office of Indian Energy Policy and Programs, under Award Number **[**DE-IE0000XXX**]**.

**DISCLAIMER**

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*The* ***Table of Contents*** *should include a list of the elements of the Final Technical Report organized in the order in which the parts appear, and page numbers.*

***NOTE:*** *When you have completed the Final Technical Report, please assure you also update the Table of Contents. Click anywhere on the Table of Contents and select “Update Table.” When the box comes up, choose the “Update entire table” option to ensure that any sections you added/removed are reflected in the table. Please review the updated Table of Contents to ensure it is correct.*

**Table of Contents**

[1.0 Executive Summary 1](#_Toc124154144)

[2.0 Background 1](#_Toc124154145)

[3.0 Project Objectives 1](#_Toc124154146)

[4.0 Description of Activities Performed 1](#_Toc124154147)

[5.0 Conclusions and Recommendations 1](#_Toc124154148)

[6.0 Lessons Learned 1](#_Toc124154149)

# Executive Summary

*Include a discussion of (1) scope of project; (2) objectives of project; (3) how the project contributes to the Tribe/Tribal community's energy vision (such as promoting Indian tribal energy development, efficiency, and use; reducing and stabilizing energy costs; enhancing and strengthening Indian tribal energy and economic infrastructure relating to natural resource development and electrification; or bringing electric power and service to Indian land and homes for tribal members. The discussion should be a minimum of one paragraph and written in terms understandable by an educated layman. The abstract included in the original application may serve as a model for this Executive Summary.*

# Background

*Provide a description of the Recipient, including the Recipient’s long-term energy vision and goals, organizational structure, location, and demographics.*

# Project Objectives

*Discuss project goals and objectives and the major tasks from the Statement of Project Objectives (SOPO) found as part of the award documents*.

# Description of Activities Performed

*Summarize project activities for the entire period of funding, including approaches used, and results.*

# Conclusions and Recommendations

*Discuss project results and accomplishments and their specific contributions to the Tribe/Tribal community’s energy vision. Provide a list of any other publications of project results, networks or collaborations fostered, and technologies or techniques used. Where required, include twelve months of data monitoring and verification to demonstrate energy savings or generation.*

# Lessons Learned

*Discuss obstacles and challenges encountered during the course of the project, how these challenges were addressed, and the lessons learned.*