

## Performance Report Requirements

Performance reports are primarily used to brief the Regional Advisory Councils, Federal Subsistence Board and Technical Review Committee on project progress. They are also used to assess funding of multi-year projects. A performance report is a concise two-page status report specifying accomplishments for each project objective. In addition to addressing progress on project objectives, the report should also include a discussion of any problems that have occurred that may affect the ability of the investigator(s) to meet the objectives.

Performance reports must be submitted for each active project. An active project is one for which final deliverables have not yet been accepted. For studies being conducted by two or more investigators, the principal investigator is responsible for combining the information, including budget summaries, from all co-investigators into a single performance report.

**A performance report must be submitted annually for each active project by December 1.**

Submit the report in Microsoft Word format to [fisheries\\_resource\\_monitoring@fws.gov](mailto:fisheries_resource_monitoring@fws.gov).

The following pages provide instructions for writing and formatting the performance report. An example of a performance report is also provided.

**Title:** (Same title shown on investigation plan)

**Project Number:** \_ \_ - \_ \_ \_ (Five digit number assigned to investigation plan)

**Investigator(s) Information:** (Names, affiliations, email addresses, and phone numbers)

1. **Project Objectives and Results** (*Required*)  
Provide a short description of the progress made in achieving each objective listed in the investigation plan. Also discuss any problems that have been encountered that may affect the ability of the investigator(s) to meet the project objectives.
2. **Consultations and Capacity Development** (*Required*)  
Provide a list of any consultations made or scheduled with other organizations and discuss progress made toward building expertise of Alaska Native and rural organizations. Include names of contacts, the number of local residents hired, achievements made and problems encountered. Provide descriptions of any changes that have occurred from what was originally proposed in the investigation plan.
3. **Methods** (*Only required if problems have occurred or changes have been made*)  
Provide a short description of any problems concerning methods or procedures that were encountered and how they were solved. Include a short statement of any changes that were made.
4. **Schedule** (*Only required if problems have occurred or changes have been made*)  
Provide a short description of any scheduling issues and how they were addressed. Include a listing of any changes that were made, along with original and new dates.
5. **Staffing** (*Only required if problems have occurred or changes have been made*)  
Provide a short description of any staffing problems that were encountered and how they were solved. Include a short statement of any changes that were made.
6. **Budget** (*Required*)  
Provide a short description of any budget problems that were encountered and how they were solved. Include a short statement of any changes that were made to the budget. If the final balance is anticipated to be different from zero, please provide an explanation. Include a budget summary for each investigator associated with the project (see the following example).

## Budget Summary Example

**Agency or organization name** (principal investigator)

	<u>FY 200X</u> (current year)
a) Total Annual Budget	\$
b) Expenditures Thru November 1	\$ _____
c) Balance thru November 1 (a – b)	\$
d) Anticipated Remaining Expenditures	=====
e) Anticipated Final Balance (c – d)	\$

**Agency or organization name** (provide a budget summary for each co-investigator)

	<u>FY 200X</u> (current year)
a) Total Annual Budget	\$
b) Expenditures Thru November 1	\$ _____
c) Balance thru November 1 (a – b)	\$
d) Anticipated Remaining Expenditures	=====
e) Anticipated Final Balance (c – d)	\$

## Performance Report Example

**Project Title:** Migration Patterns and Seasonal Habitats of Radio-Tagged Humpback Whitefish in the Fish River Drainage

**FIS Reference Number:** 05-524

**Principal Investigator:** Gill Raker, Fishery Biologist, U.S. Fish and Wildlife Service, Phone (907) 786-0678, E-mail: gill\_raker@fws.gov

**Study Objectives and Results:** The primary objective of this project was to identify seasonal migrations (spawning, over-wintering, and feeding) of humpback whitefish in the Fish River drainage. The approach was to tag fish in a selection of feeding habitats (i.e., lakes) early each summer to identify the habitats used by each group, and in so doing, determine whether upper drainage fish were a collection of small, relatively isolated populations, or all part of a larger population distributed widely through the region. This is the first year of a three year study. The principle investigator will write an annual report on the project with a report deadline of May 15, 2006.

Radio tags were implanted in mature humpback whitefish in lakes within each of three different wetland areas in the Fish River drainage. Sampling locations were chosen based on local knowledge of seasonal concentration areas of whitefish following breakup. Tagging began on May 19, 2005 following sufficient ice clearing in the lake to allow netting. A total of over 60 radio tags were deployed: 20 tags were deployed in fish in each lake. The tagging component of the project involved personnel from the Big Delta National Wildlife Refuge and residents of the community of Potterville.

Radio tagged fish were located during a series of aerial telemetry flights and the placement of a remote radio receiving stations to record fish movement at specific locations. The observed pattern of habitat use and migration was common for all groups. Essentially, fish were present in lakes to feed during May through July. Beginning in late July, fish moved from lakes to the river system and began a slow migration upstream to spawning areas. Two major spawning areas were located in the Cheenuk and Blister Rivers, and fish from all tagged groups utilized these spawning areas. Spawning time was identified as late September to mid-October based on fish presence in spawning habitats. Following spawning, a large majority of fish overwintered in the mainstem Big River near the confluence of the Rocky River, where they were widely distributed. Most fish remained immobile from late October to late November. Tracking of tagged fish will commence again in April 2006.

One Significant Development Report was filed with the Office of Subsistence Management on June 10, 2005 when telemetry tracking equipment failed and unanticipated repairs were required. OSM was able to assist us in obtain the necessary funding to acquire replacement equipment so that the monitoring could be conducted. Planned surveys were delayed by seven days. However, project objectives were accomplished.

No changes in changes in Methods, Schedules, or Staffing have occurred at this point.

**Consultations and Capacity Development:** The principal investigator for this project, Gill Raker, met many times with residents of the Fish River drainage to discuss this project. He has presented various aspects of the project to students of the Potterville School on two occasions. He has met with the Potterville Tribal Council and a number of Potterville residents to discuss the project. He contracted with the Potterville Village Council for field support services, which resulted in employment opportunities and direct local involvement in the project. The Big Delta National Wildlife Refuge has provided updates of the project findings to local residents.

**Budget:**

Total Annual Budget (2005)	\$60,000
Expenditures Through December	\$49,000
Balance Though December	\$11,000
Anticipated Remaining Expenditures	\$11,000
Anticipated Final Balance	\$0