**Recipient Close Out Report (RCOR)**

*Please fill out all sections of this report and send, in word format, to the Project Manager for review and comment. Once approved, please copy and paste into the EAGL RCOR form. See below on how to initiate and submit the RCOR form.*

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| **AGREEMENT / RECIPIENT INFORMATION** | |
| Grant Number: | Grant Recipient: |
| RCOR Author: | |

# General Tips:

* In the \***Actual Outcomes**:
  + Refer to the deliverable number (D2.3, D4.1) to help the reviewer.
  + Refer to the specific deliverables completed using the units of measurement provided within the agreement itself.
* Use the active voice (first person).
  + Example of passive voice: “Three newsletter articles were written.” or “Meetings were organized.”
  + Example of active voice: “Our staff wrote three newsletter articles.” or “Our partners and our staff organized the meetings.”
* Remove unnecessary words. Be clear, direct, and specific.
* Have other staff review your report to provide feedback before submitting to Ecology.

# Submit the RCOR form in EAGL!

To Initiate an EAGL RCOR Form:

Go into your agreement main page, and then select ‘Examine Related Items’. At the top, select ‘Initiate a/an Recipient Close Out Report – 2019’. Then go to ‘View, Edit, Complete Forms’ and select ‘Recipient Close Out Report’. Once you have finished the report, go back to the RCOR menu (click on your RCOR number on top), then select ‘Change the Status’ and under ‘Recipient Close Out Report Submitted’ click on ‘Apply Status’. Contact your Ecology Project Manager if you have any questions.

# Task 1

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| --- | --- | --- |
| **Task Title** | **Summary of Accomplishments**  **(2,000 character limit)** | **Actual Outcomes\***  **(2,000 character limit)** |
| *Provide the task number and title.* | *Provide the big picture accomplishments for each task. What objectives and goals did you reach? What were successes, expected and unexpected? In addition, what challenges did you face?* | *What were the final deliverables completed? Also include what deliverables were partially met or not met and why.* |
| Task 1 – Project Admin / Mgmt. |  |  |

# Task 2

|  |  |  |
| --- | --- | --- |
| **By Task Summary** | | |
| **Task Title** | **Summary of Accomplishments**  **(2,000 character limit)** | **Actual Outcomes\***  **(2,000 character limit)** |
| *Provide the task number and title.* | *Provide the big picture accomplishments for each task. What objectives and goals did you reach? What were successes, expected and unexpected? In addition, what challenges did you face?* | *What were the final deliverables completed? Also include what deliverables were partially met or not met and why.* |
| Task 2 - |  |  |

# Task 3

|  |  |  |
| --- | --- | --- |
| **By Task Summary** | | |
| **Task Title** | **Summary of Accomplishments**  **(2,000 character limit)** | **Actual Outcomes\***  **(2,000 character limit)** |
| *Provide the task number and title.* | *Provide the big picture accomplishments for each task. What objectives and goals did you reach? What were successes, expected and unexpected? In addition, what challenges did you face?* | *What were the final deliverables completed? Also include what deliverables were partially met or not met and why.* |
| Task 3 - |  |  |

# Task 4

|  |  |  |
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| **By Task Summary** | | |
| **Task Title** | **Summary of Accomplishments**  **(2,000 character limit)** | **Actual Outcomes\***  **(2,000 character limit)** |
| *Provide the task number and title.* | *Provide the big picture accomplishments for each task. What objectives and goals did you reach? What were successes, expected and unexpected? In addition, what challenges did you face?* | *What were the final deliverables completed? Also include what deliverables were partially met or not met and why.* |
| Task 4 - |  |  |

# Task 5

|  |  |  |
| --- | --- | --- |
| **By Task Summary** | | |
| **Task Title** | **Summary of Accomplishments**  **(2,000 character limit)** | **Actual Outcomes\***  **(2,000 character limit)** |
| *Provide the task number and title.* | *Provide the big picture accomplishments for each task. What objectives and goals did you reach? What were successes, expected and unexpected? In addition, what challenges did you face?* | *What were the final deliverables completed? Also include what deliverables were partially met or not met and why.* |
| Task 5 - |  |  |

# Task 6

|  |  |  |
| --- | --- | --- |
| **By Task Summary** | | |
| **Task Title** | **Summary of Accomplishments**  **(2,000 character limit)** | **Actual Outcomes\***  **(2,000 character limit)** |
| *Provide the task number and title.* | *Provide the big picture accomplishments for each task. What objectives and goals did you reach? What were successes, expected and unexpected? In addition, what challenges did you face?* | *What were the final deliverables completed? Also include what deliverables were partially met or not met and why.* |
| Task 6 - |  |  |

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| **Lessons Learned**  **(2,000 character limit)** |
| *Provide information on what you learned resulting from both successes and challenges. What new lessons will you take into future projects?* |
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| **List of Documents Prepared Under this Agreement**  **(2,000 character limit)** |
| *Please list all documents completed under the agreement that you uploaded in EAGL. Group and number them. Example: Task 2 documents. 1) LOA, 2) BMP form, 3) Planting Plan, etc.* |
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| **General Comment**  **(2,000 character limit)** |
| *Please discuss how you felt the agreement project went overall. Please discuss whether you met, exceeded, or came under expectations you had when writing the application. Please describe what happens next. What, if any, are the next steps?* |
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| **Upload Supporting Documents** |
| *You are encouraged to upload additional materials that relate to the project as a whole. Examples include before and after photos, results, monitoring results, or a longer closer report if you created one.* |
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