Final Report for Working Groups

A major part of SAMSI's reporting process is the program report that we produce for each research program. To get an idea of what kind of report we are looking for, feel free to consult past program reports on our website, at http://www.samsi.info/communications/program-reports.

A major component of each program report is the reports of the individual Working Groups. Therefore, about a month before the end of each program, SAMSI asks each Working Group to produce a Final Report of the Working Group activities. The Goals and Outcomes document, which we asked you to produce at the beginning of your Working Group, can serve as a starting point for this. This material may be prepared in any standard word processing format, including Latex or Word. If you do it in Latex, please send the raw Latex file as well as a pdf, to facilitate subsequent editing for SAMSI reports to NSF.

The information we would like to see in the Final Report is as follows:

1. List of *active* members of the Working Group – those who have contributed substantially to the weekly meetings or research activities.
2. Brief summary of how the Working Group has been conducted – for instance, if there have been subgroups working on different problems or different datasets, tell us what they have been doing. We don't need a week by week list of every meeting, so much as a summary of what has been achieved over the year.
3. Papers that have either been written or are in preparation – please distinguish those that are published (or accepted for publication), those that are submitted to a refereed journal or under revision, and those that are in preparation but not yet submitted (however, as far as possible, please do include the title and list of authors for papers under preparation). Please list conference proceedings, book chapters and other unrefereed publications separately from refereed journal publications. Feel free to include papers that have been influenced in a possibly indirect way by the Working Group meetings, but please don't include papers that were written prior to the program or completely independently of it. The cited papers should include the SAMSI acknowledgement (see below).
4. Other "products" of the working group, such as software or conference presentations.
5. Grant proposals that have been submitted or are planned as a result of working group activities.
6. Finally, when your papers are published or the outcomes of the grant applications known, please tell us about it! Please send an email to Publications@samsi.info to ensure that your contribution is noted and included in our next annual report.

The SAMSI acknowledgement: suggested wording as follows.

Thank you!