



Environment and Natural Resources Trust Fund (ENRTF)

Final Report Instructions

for projects funded in 2020 and after

v. 7/8/2024

Your final report is made up of two components: your Final Status Update and your Final Abstract. These will be submitted through the LCCMR [Online Proposal and Grant Management System](#). Following is guidance for these submissions. Help bubbles and instructions are also provided throughout the system. You can also consult the Help and Resources menus, contact your LCCMR lead staff (listed on your dashboard and at the top of Tab 10 Comments and Revisions), or call the LCCMR office at (651) 296-2406 with any questions.

Final Status Update

Your Final Status Update will be due within 45 days of project completion. This will include a report on progress made since your last status update as well as a final reporting of the extent to which your project's measurable outcomes, outputs, and deliverables were achieved. You will also need to make any **final budget reconciliations** at this time following the usual status update reporting and amendment request procedures to ensure your budget reflects complete and actual expenditures for your project.

Please also include in your final status update any final **1-page visual components** explaining your project (if it is different from the one submitted during your proposal) and attach any **final products**, including reports, brochures, photos, etc. of your completed project on the Attachments page (Tab 7). Please remember that any reports, supplemental materials, outreach materials, and communications related to your project must include an acknowledgement of support from the ENRTF. Use of the ENRTF logo is encouraged. The [acknowledgment requirements](#) can also be found on the Project Manager Information page of the LCCMR website.

Final Abstract

Once your Final Status Update is approved, you will be prompted to submit a Final Abstract. The Final Abstract will appear as a subtab on the Reporting page (Tab 11) along with instructions for completing it. After the Final Abstract is approved, your Final Report will officially be approved, and your work plan will move to the Completed Projects panel on your dashboard.

You can continue to access your work plan documents in the Completed Projects panel of your dashboard. In fact, we encourage you to continue posting results, papers, photos, news or social media links, and other progress reports on the Attachments page (Tab 7) of your project even after it has been completed!

Thank you for your partnership during the length of your project. It is always enjoyable for the LCCMR to review the many accomplishments made possible by the ENRTF.