

The final summary report must include the following elements:

- **Cover Page**

A title page with the title, *Summary Report of the Program Review of the NOAA Ocean Acidification Program*, the date of the review, and the names of the reviewers and their organizational affiliations.

- **Overview Section**

Include details of the location and date of review and the research areas covered in the report. This material may be copied or cut and pasted from the electronic material (including the Charge to Reviewers and this guidance document). Please include a statement that the report is not a consensus, but a summary of individual reviewer reports.

- **Summary of Program-Wide Findings and Recommendations**

Include in this section an overall rating for the entire Program, and findings and recommendations relevant to the entire Program. These could include points that arose in multiple Research Areas, during the presentations, discussions, or other aspects of the review agenda, or in discussions during the work sessions of the review panel.

Also include in the report a listing/table that summarizes each reviewer's overall evaluation rating (Highest Performance, Exceeds Expectations, Satisfactory, Needs Improvement) for each research area he/she reviewed, and, if possible, also ratings for the subcategories of Quality, Relevance, and Performance. It is helpful for the Program to understand the findings and recommendations, and that the recommendations are worded so they are actionable. When listing/summarizing each reviewer's rating, please do not state the reviewer's name.

- **Findings and Recommendations by Research Area**

Include findings and recommendations for each research area, and include the overall rating for each research area (Highest Performance, Exceeds Expectations, Satisfactory, Needs Improvement). For ratings of "needs improvements" please suggest specific actions the Laboratory could take to make improvements.

- **Summary of Recommendations**

Please include a numbered list of all recommendations in your report. Please also highlight, in a separate section, any recommendations the group makes for NOAA and OAR.