Hawai‘i Experimental

Tropical Forest

Annual report

**All permit holders are required to submit an annual report on project progress no later than one year from the date of permit issue. Any outstanding annual reports must be submitted before a new or renewal permit application will be reviewed. It is the Permittee’s responsibility to ensure these reports are submitted in a timely manner.**

**Guidelines for completing this form:**

1. Please complete this form and return electronically via email to SM.FS.hetf@usda.gov. Attach additional pages as necessary. ***All text boxes will expand when filled.***
2. We welcome and encourage more detailed information relating to you research than is outlined in the annual report form. Additional information (including photos, graphs, tables, figures, PDFs of publications, etc.) may be attached separately and submitted with this form.
3. Please note that the information submitted in your report will be included in HETF related documents and available to the public.

|  |  |  |
| --- | --- | --- |
| **Submission Date:** |  | **HETF Annual Report for Project Period:** |
|  |  | **Start** | **End** |
| Click here to enter a date. |  | Click here to enter a date. | Click here to enter a date. |
|  |  |  |  |  |
| **Primary investigator information: (same as on HETF permit)** |
| **Name:** | Click here to enter text. |[ ]  **Renewal** |[ ]  **Close-out** |
| **Affiliation:** | Click here to enter text. |
| **Address:** | Click here to enter text. | **State:** | enter text | **Zip Code:** | enter text |
| **City:** | Click here to enter text. | **Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. | **Fax:** | Click here to enter text. |
|  |
| **Project Title:** |  |
| Click here to enter text. |
|  |  |  |  |  |
| **Project Location(s) (*check all that apply*):** |  |  |  |  |
| **Laupāhoehoe Unit:** |[ ]  **Forest Reserve** |[ ]  **NAR** |  |  |
| **Pu’u Wa’awa’a Unit:** |[ ]  **Forest Reserve** |[ ]  **Forest Bird Sanctuary** |[ ]  **State Parks** |
|  |  |  |  |  |  |  |  |
| **1.** | **Status update:** Including any significant findings, please limit to 600 words. |
| Click here to enter text. |
| **2.** | **Changes to methodology:** Or other aspects of the project. |
| Click here to enter text. |
| **3.** | **Timeline:** Including overall expected completion date. |
| Click here to enter text. |
| **4.** | **If you are planning to renew, please indicate your intentions:** What work is specifically planned for the next 12 months? |
| Click here to enter text. |
| **5.** | **Noteworthy observations:** Including the presence of T&E species, new observances of invasive species, and/or human activity or disturbances in the area. |
| Click here to enter text. |
| **6.** | **Challenges:** Encountered while working in the HETF. |
| Click here to enter text. |
| **7.** | **Bibliography:** Publications should include work that was done in the HETF, including gray literature, conference presentations/posters, etc. |
| Click here to enter text. |