

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY
LINCOLN LABORATORY**

**ADVANCED CONCEPTS COMMITTEE
GUIDELINES FOR ACC FINAL REPORTS**

The Advanced Concepts Committee (ACC) requires its principal investigators (PI's) to submit a final report upon completion of ACC-funded programs. Such reports foster professionalism and provide an import tool for use by future researchers.

Final ACC reports will take the form of a written report. In addition, an annotated viewgraph presentation that the PI would present during a regular monthly ACC meeting is also desired, but considered optional.

Final reports should contain the following information:

Cover Page:

- Title
 - The report title should be "Final Report for ACC XXX: YYY," where XXX is the ACC program number, and YYY is the title of the ACC program
- Names of the investigators
- Date of the report
- Short abstract
- Distribution statement:
 - Statement A would be most likely for ACC projects
- If the report was written at MIT/LL (wholly or in part), a distribution statement should be included. Authors may use "FOR LABORATORY USE ONLY" if the report is not approved for external release
- Sponsor acknowledgement statement:
 - This material is based upon work supported by the Department of the Air Force under Air Force Contract No. FA8721-05-C-0002 and/or FA8702-15-D-0001. Any opinions, findings, conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the United States Government.

Executive Summary:

- Briefly summarizes the context, problem statement, and motivation
- Briefly summarizes the objective of ACC work, and the proposed work (including duration and funding)
- Summarizes work actually completed, results achieved and potential follow-on activity

Main Body:

The main body of the report may contain multiple sections and should provide:

- An expanded presentation of the context and problem
- An expanded description of the technical concept
- A description of the ACC work, including designs, experiments, analyses, data, and results

Conclusions:

In the conclusions section, the PI should describe:

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- What was learned?
- Potential applications
- Other conclusions

Follow-on Plans:

Finally, the PI should describe:

- Next steps (technical and non-technical)
- Technology disclosures, Intellectual Property, or Patents that may result from the ACC work, as well as papers and reports.
- New (or proposed) programs, as well as other opportunities that may result from this ACC work

Whenever conference proceedings, peer-reviewed publications, funded proposals, and/or Lincoln Technical results have resulted from an ACC project these should be submitted as appendices to the final report if possible. In some cases, it may be acceptable to submit these documents to satisfy the final report requirement. In these cases the PI should consult his/her subcommittee chairperson or the ACC Chairperson first and prepare a supplementary cover letter to provide any information from the list above that isn't included in the submitted documentation.

When the final report is accompanied by a viewgraph presentation, PIs should remember to include extensive annotations and "notes pages" so that the presentation can serve as a standalone archival record of the work performed on the project.

Finally, all reports should be accompanied by a single "Quad Chart" (i.e., viewgraph) that concisely summarizes (1) Problem/Motivation (2) Technical Concept (3) Experimental results, design, etc, (4) Conclusions and follow-on activity