

# Guidelines for Submitting Task Book Reports and Annual or Final Technical (Progress) Reports

[Task Book: Biological & Physical Sciences Division and Human Research Program](#) is an online database of research projects supported by the Space Biology and Physical Sciences research areas within the Biological & Physical Sciences (BPS) Division of NASA's [Science Mission Directorate](#) and the [Human Research Program](#) in NASA's [Human Exploration and Operations \(HEO\) Mission Directorate](#). It is used widely by NASA personnel, the Office of Management and Budget, United States Congress, the scientific community, and the public. Not only does it serve as a resource for potential researchers during proposal submission, Task Book is also used as the source of publication and student metrics, which are reported to NASA senior management, Congress, and the National Academy of Sciences and used to help evaluate the status of the various NASA programs.

The Task Book Report and Annual Technical Progress Report are required each year as part of your reporting requirements. Note that a Final Technical Progress Report, instead of an Annual Report, is required at the conclusion of funding.

**The Task Book Report** is published to the public Task Book site (<https://taskbook.nasaprs.com>), and should therefore be written in general lay language and contain non-proprietary information. It should cover the one-year reporting period directly preceding your anniversary/report date. If the report is for the final year of funding, then you should either use the reporting period since your last Task Book report, or summarize reporting for the entire project period.

**The Annual or Final Technical Progress Report** document (see Screen #8 below) is the official report of progress on your project that is required each year for renewal of funding (and at the conclusion of your funding period, which is the Final Technical Progress Report). Annual and Final Reports are archived in the internal Task Book database (not available to the public) and made available only to NASA authorized personnel, and may include more detail (than Task Book reports), as well as graphs, tables, figures, etc. In addition to submitting your Annual or Final Report electronically as a PDF file into the Task Book database, your Annual/Final Report should also be submitted to your NASA technical officer/monitor. If applicable, you may also be required to submit your Annual/Final Report to the NASA Shared Services Center (NSSC) Grant Officer.

**Due Dates:** Task Book and Annual Technical Progress Reports are due 60 days before your anniversary/report date. If your project has ended, Task Book and a *Final* Technical Progress Report are usually due within 90 days of the end date of your project. Check with your NASA Center Technical Officer/Monitor, Program Scientist/Manager, or Grants Administrator for detailed information on Final Report requirements and due dates.

**Getting Started: Go to the Principal Investigator Submission Site**  
<https://taskbook.nasaprs.com/exploration/taskbook/default.cfm>

Login with your assigned Username and Password. Note that usernames and passwords are case sensitive.

NOTE as of May 2014, NASA security guidelines required that username and password no longer be sent in any reporting request emails. Thus, if you have not retained your username and password from previous reporting, you must use the Account Recovery/Forgot Password site to obtain a new username and password. Access the Account Recovery site at [https://taskbook.nasaprs.com/exploration/taskbook/acct\\_recovery.cfm](https://taskbook.nasaprs.com/exploration/taskbook/acct_recovery.cfm) and follow procedures to retrieve a new password.

## **Task Book Report**

*Please note that information in the Task Book Report will be made available to the public through the NASA Task Book site, <https://taskbook.nasaprs.com>, except for the Annual or Final Technical Progress Report. Plan accordingly by using general, non-technical, nonproprietary language and information in the Task Book Report.* Your task (project) can be found by clicking on “Task Book Report” from the Instructions page, either by clicking Task Book Report on the Menu on the left hand side or under Menu Navigation. The Task Book Report is accessed by clicking “View Task Book” (link) or “Edit” (button) and then moving through a series of nine screens, entering, reviewing, and/or updating the appropriate data at each screen. The “Save &Continue” button needs to be clicked, regardless of whether or not information is entered, at each screen.

**Note that you have 60 minutes before your connection will time out, unless you save your work. Save often, and we advise preparing your Task Progress section in a Word document, and then copying and pasting into the Task Book database to avoid a time out, which will cause you to lose your work.**

**The screens/fields are as follows:**

- 1. Grant Information**
- 2. Student Record**
- 3. Task Objective/Description**
- 4. Research Impact/Earth Benefits**
- 5. Task Progress**
- 6. Bibliography (Bibs/Patents and Awards)**
- 7. Co-Investigator**
- 8. Upload Annual/Final Report**
- 9. Review/Submit**

You can move through the screens (fields) sequentially or by using the menu on the left side of the screen. Some fields, such as the Grant Information and Task Description fields, may already have data in them. If this is a project’s continuation report, the previous year’s data will be displayed, except for the Task Progress and Bibliography fields. You may update any of the existing data fields (except screen #1, Grant Information). The Task Progress and Bibliography fields will be empty and ready for new data entry. Whether or not any data is updated, each screen/field should be reviewed for accuracy, and the “Save &Continue,” or similar button, must be clicked to indicate that you have reviewed the information.

## **Detailed Information for Each Screen (Field)**

### **1. Grant Information.**

This screen contains information specific to your project, provided by your NASA Center monitor, and is not accessible to you. If the information displayed is incorrect, please contact the Task Book Help Desk: Email: [taskbook@nasaprs.com](mailto:taskbook@nasaprs.com) , Phone: 202-479-9030 ext 417.

After reviewing the information, click “Continue.”

### **2. Student Record.**

Please provide information on the number and type of students working on your NASA task during the reporting period, as well as the number and type of degrees awarded during the reporting period.

After reviewing the information, click “Save & Continue.”

### **3. Task Objective/Description.**

The task abstract/description is populated with the Task Summary or Task Description abstract in your original proposal abstract. This can remain throughout your project’s period of performance. If major changes in scope are made, or if you wish to modify the description, then this can be modified with subsequent annual reporting to include a brief description of your project, including such information as task objective and significance. If you use any acronyms, please identify the first occurrence, with the acronym in parentheses.

- **Subfield: Key Personnel Changes/Previous PI:** Please list any PI, CoInvestigator, or other key personnel changes that may have occurred during the reporting period.

After reviewing the information, click “Save & Continue.”

### **4. Research Impact/Earth Benefits.**

Include information on how your research impacts or benefits life on Earth, including any innovative technologies developed.

After reviewing the information, click “Save &Continue.”

### **5. Task Progress.**

***NOTE: Please remember that information in this section will be made available to the public through the NASA Task Book site, <https://taskbook.nasaprs.com>.***

Task Progress should be a concise and clear summary, written in general language, of the progress and accomplishments made during the reporting period.

- Length: suggested length is between 1,000 and 1,500 words (7-10 paragraphs), but there is no limit. Please do not submit excessive detail in methodologies or results, especially if not yet published, or any information that is proprietary.
- Figures/Tables/Graphs/Illustrations: these may NOT be accommodated; these may go in your Annual or Final Technical Progress Report PDF document.

- Referring to progress in other sources, such as the Annual or Final Report, is not acceptable; you may copy applicable information from the Annual or Final Report into this section.
- If limited or no progress was made, e.g., due to the first year of a grant or methodological or personnel problems, then this should be so stated with a brief explanation regarding the limited progress.

Final Task Book report special considerations: you may include information on progress since the last Task Book report, or a general summary of progress during the entire project funding period. In some cases, you may have already provided an annual Task Book report in the template that needs to also be used for your final Task Book report. In this case, do not delete the previously reported Task Progress information, but add a heading such as “SUPPLEMENTAL REPORTING FOR FINAL TASK BOOK REPORT,” and then add your final report information.

After reviewing the information, click “Save & Continue.”

## 6. Bibliography (Bibs/Patents and Awards).

Include citations (references) to publications, as well as any awards or patents, deriving from NASA support of the particular project on which you’re reporting, and which have been published or are “in press” during the reporting period.

Publications should be included only in one year’s report, not in subsequent years, except for in press publications, which can be entered for the in press year and then for the year of publication. Click the “Add New Bibliography” button to add publications and select the applicable bibliography type from the drop-down menu. If there are no publications for the reporting period, click “No Publication This Year” or “Continue.”

Note that the public [Task Book site](#) contains a Cumulative Bibliography hyperlink at each report’s Bibliography section; thus, cumulative bibliographies are available at each fiscal year report page and it is not necessary to report cumulative publications in each year’s report. In fact, please do not report publications more than once because the Task Book Bibliography section is used to compile publication metrics for various time periods and duplicate publications can skew the metrics.

Bibliography publication type categories include:

- **Abstracts for Journals and Proceedings**—Abstract of a talk or poster presented at a meeting or conference and published/printed in a journal issue, journal supplement issue, conference proceeding, or online meeting site.
- **Articles in Other Journals or Periodicals**—Articles published in journals that do not administer a peer review process. Includes trade journals, newsletter-type publications, professional newsletters, semi popular magazines, etc. In addition, if an article is in press but not yet available online, then this category can be used until the article is published.
- **Articles in Peer-Reviewed Journals**—Articles acknowledging your NASA research and published in journals that administer a peer review process prior to publication. Includes both “tightly” and “loosely” peer-reviewed journals.
- **Awards**—Awards deriving from the particular NASA research project on which you’re reporting.
- **Books/Book Chapters**—Monograph or book, or a chapter of a monograph/book, i.e., not a serial.

- **Dissertations and Theses**—Masters and Doctoral dissertations and theses by students working on the project.
- **Journal/Magazine Covers**—Journal or magazine that features your NASA funded research on the cover of a particular issue.
- **NASA Technical Documents**—NASA technical reports/publications/documents, e.g., NASA TM (Technical Memorandum), NASA TP (Technical Publication), NASA CP (Conference Publication). Includes chapters/sections within a document/publication, as well as a complete document/publication.  
Technical reports or documents from any government agency or organization (e.g., National Academy of Sciences, Department of Energy) may also be included in this category, if they were partially supported by your NASA research.
- **Papers from Meeting Proceedings**—Papers resulting from participation in a conference or meeting, published or printed or available online in a manner such that the paper can be retrieved—from the Web, meeting organizer, open literature (e.g., ICES, IAF papers).
- **Patents**—Patent deriving from your particular NASA research, and its status, whether application submitted, patent pending, or awarded.
- **Significant Media Coverage**—Media coverage of a significant NASA funded research finding or publication related to your research.

Note that bibliography formats follow PubMed

([https://www.nlm.nih.gov/bsd/policy/cit\\_format.html](https://www.nlm.nih.gov/bsd/policy/cit_format.html) ) format (beginning with FY2006 reports; FY05 and FY04 reports are being converted as time permits for journal article publications) to include PubMed ID numbers, PubMed Central ID numbers (if available), and DOI numbers. Information for each bibliography publication type, including examples in preferred format, is available at each entry screen.

### **7. Co-Investigator.**

Include any Co-Investigators, providing their name, suffix, email address, and institution. If there are no changes or no new CoIs for the reporting period, click “No COI This Year” or “Continue.” (Note: This will not delete existing CoIs.)

### **8. Upload Annual/Final Technical Progress Report.**

The Annual or Final Technical Progress Report is a PDF file that can be viewed only by authorized NASA personnel. The PDF file can be uploaded into the Task Book database as a PDF via the “Browse” button. There is no length restriction for Annual or Final Reports. Images,, tables, graphs, etc. can be included. Your monitoring NASA Center can provide information about the Annual and Final report requirements specific to that particular Center. See also the [General Annual/Final Report Requirements](#) or Center-Specific Annual/Final Report Requirements (specific for projects monitored by Ames, GRC, or JSC NASA centers and the specific programs—Space Biology, Physical Sciences, or Human Research Program) PDF documents available in the Instructions module.

Note you may also upload additional PDF files if you have others, using the “Upload More” button. For example, if you have a draft publication that you want to include or if your Final Report is due in the same Fiscal Year in which you have already uploaded an Annual Report, you would need to

use the “Upload More” button so that the previously submitted Annual Report would not have to be deleted.

### **9. Review/Submit.**

Your entire Task Book report is displayed at this screen. By default, the report is marked as a draft version. Please review the report. If you intend to return later to complete or edit your report, then click on the “Save as Draft” button.

**When your report is complete and you are ready to submit, the last step is to click the “Submit as Final” button located at the top of the Task Book Report screen; this indicates that the report is ready to submit in its final version.** Please be sure to click this button; this ensures that NASA is notified of the completion of your report.

After review and approval, your report is published to the public [Task Book](#).

NOTE that reports are no longer accessible after approval; contact the Task Book Help Desk for any needed revisions.

**THANK YOU!**

If you have any questions or comments, please contact the Task Book Help Desk at [taskbook@nasaprs.com](mailto:taskbook@nasaprs.com), or 202-479-9030 ext 417.

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