**GUIDELINES FOR THE LUQUILLO LTER 2015 ANNUAL REPORT**

This report is for the period January through December 2015. It is for activities, findings, and so on only for that period; it is not cumulative.

Please read carefully the instructions below.

See **Who should submit an annual report for the Luquillo LTER Program** to know if this applies to you.

Note requirement to submit data sets.

**Your report is due December 11, 2015**. Send it to Zimmerman with a copy to Sarah Stankavich.

Please use the attached template.

* Sarah and I will fill out the Major Objectives.
* We need from you the meat for Major Activities, Specific Objectives, Significant Results, and Key Outcomes or Other Achievements. Try to provide info for two or more of these sections for each Activity.
* Please try to suggest material for the other sections as well, particularly students and “communities of interest.”
* Please feel free to forward any sexy photos or graphs (no guarantees for inclusion, we only have four pages of this).
* We will have student load up Publications and other products from the website. Make sure your publications are up to date!
* Please suggest material for Impacts, particularly for outside the discipline and beyond.

Thank you.

# Who should submit an annual report for the Luquillo LTER Program

* All scientists or other professionals who receive any direct financial support or in-kind support from the Luquillo LTER program should submit an annual report. Support includes funds from supplemental grants to Luquillo LTER and direct financial and in-kind support for LTER provided by the International Institute of Tropical Forestry (IITF, USDA Forest Service).
* Co-PIs or other senior personnel are responsible for reporting on the work of their students who participate in Luquillo LTER.
* If you do not receive direct financial, or in-kind, support from Luquillo LTER, but, nonetheless, consider yourself part of Luquillo LTER, you are welcome to submit a report.

**Make sure your LTER data sets are up-to-date and online.** All LTERdata collected in or before December 2013 should be online on our website by December 2015. This applies to your personal LTER data and to the data of your students who have been part of LTER. Metadata should be complete. An LTER data set is one that was gathered with any kind of support from LTER, including, for those associated with LTER, the in-kind support of using El Verde Field Station. Send questions and data to Eda Meléndez (edacorreo@yahoo.com).

## Other points

* Send PDFs of all LTER publications.
* An LTER publication is one that acknowledges LTER.
* Please do not send abstracts, papers, or PowerPoint presentations from which we are expected to synthesize your work. You are welcome to submit these materials to supplement your report.

# Please do not rely on a collaborator’s report, telling us to find information there. We need a complete report from each senior researcher in Luquillo LTER (see above: Who should submit an annual report for the Luquillo LTER Program).

* Senior personnel are responsible for gathering information from their students and incorporating that information in one report from the senior person.
* In the personnel section of the template you do not need to list personnel and collaborators who you have listed previously. List only people who have joined your team in the report period: January through December 2015.

**Please send this report to Zimmerman by December 11, 2015.**