

[Information on Interim Reports]

Dear GOSAT 2<sup>nd</sup> RA Principal Investigators (PI),

July 6, 2010

Thank you for your ongoing contribution and cooperation to the GOSAT Project as PI. Today, we would like to inform you about interim reports mentioned in the GOSAT RA main text (page 14, 22) and the General Contractual Conditions for the Joint Research on the GOSAT data (Section 2.2.2)\*.

As for the interim reports, please prepare a progress report and an interim report by following the instructions written below. They shall be together submitted to the Three Parties through the GOSAT RA Office by September 30, 2010.

\* “Interim report meetings” are not going to be held, so, instead, we collect the reports for evaluation.

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[Submission due date]: September 30, 2010

[Address to be submitted]: [gosat-prj1@nies.go.jp](mailto:gosat-prj1@nies.go.jp) (GOSAT RA Office)

[Instructions]:

All the reports shall be typed in English.

1. **Progress Report**

File name (2RA\_Lastname.Firstname\_Progress)

Pages: 2 – 3 pages / A4 size (including a cover sheet)

Cover sheet should include followings:

- (1) “Progress Report on GOSAT/TANSO Project”
- (2) Title of your research
- (3) Name and affiliation of PI and CO-Is
- (4) Date of submission (“September 30, 2010”)

Contents:

- (1) Period covered by this progress report (your contract date – September 30, 2010)
- (2) Progress of your research in free format
- (3) Whether you have used GOSAT data products
  - If yes: list the names of data products by referring to the table 1 in RA booklet
  - If no: write down the reason why you have not used the data products
- (4) Whether you have made outcome of your research public for a period between your contract date and today.
  - If yes: list what kind of publications they are; article, presentation, workshop, and so on
  - If no: write “N/A”
- (5) Outcome of your research – just write “Reported in the Interim Report”
- (6) Special instructions
  - If you are concerned about anything relating to the intellectual property right, confidentiality, the know-how, and so on, please write.
  - If nothing: write “N/A”

## 2. Interim Report

File name (2RA\_Lastname.Firstname\_Interim)

Pages: not defined / A4 size (including a cover sheet)

Cover sheet should include followings:

- (1) “Interim Report on GOSAT/TANSO Project”
- (2) Title of your research
- (3) Name and affiliation of PI and CO-Is
- (4) Date of submission (“September 30, 2010”)

Abstract:

- Within 200 words in A4 sized paper
- Format: doc (MS Word) or rtf (rich text)
- Margin: 2.5 cm (right and left) / 2 cm (top and bottom)
- Line spacing: Single spaced
- Font: Times New Roman
- Font size: First line should be your presentation title – 16 pt , Bold face
- Second line should be your name – 12 pt
- Third line should be your affiliation – 12 pt
- (These lines above should be typed in center justification)
- Main – 10 pt

Note: Your submitted abstract is planned to be released on our GOSAT website. If it is a concern for you, please contact us.

Contents (other than the cover sheet):

- Free format with Word, Excel, and/or PowerPoint

\*\*\* Your progress report and the interim report excluding the abstract are welcomed to be submitted in PDF format. The abstract is kindly asked to be in Word format.

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For any questions and/or concerns, please do not hesitate to contact us.

We appreciate your cooperation in advance.

Best regards,

GOSAT RA Office

[gosat-prj1@nies.go.jp](mailto:gosat-prj1@nies.go.jp)