Dear COMPRES Beamline and other project support staff,

I am writing to request an individual Annual Report, the purpose of which is to get a full view of all your activities for the past year.

Your Annual Report for 2016 will follow the same format used last year.

The report should start with basic information: Name, position, length of time at your current position, and a brief job description.

If you are not supported 100% time by COMPRES, indicate your other sources of support and the percent time you work on COMPRES activities.

The rest of the the report should describe your activities over the past year. Examples of activities you could include are (these could be

subsections of an ACTIVITIES section):  
A general description of your activities and how you divide your time between them.  
Scientific projects you have been involved with.  
Publications.  
For beamline scientists: What users you assisted on the beamline and what fraction of your time this takes.  
Instrumentation you have helped develop or improve.  
Any progress with improving the "user friendliness" of data reduction software, and any new software you helped develop.  
Proposals you have participated in writing (either for other users, for yourself to the synchrotron facility, or to outside agencies).  
Education and Outreach, workshops, etc.  
Any other activities not listed above.

Please note that it is important for you to give a sense of how your time is distributed between your various responsibilities.

**Your reports should be submitted directly to MARK RIVERS by December 2, 2016.**

Please contact Mark if you have any questions. Thank you in advance for your reports, and my thanks for all your hard work over the past year.

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