

Quarterly Progress Report Guidelines

Please use the following format to generate your report.

1. COVER PAGE

- Contract number
- Quarterly Progress Report Number
- Quarter Start & End Date
- PI Name
- Program Manager Name

2. TABLE OF CONTENTS

- List of Information in the report and page number

Examples:

Glossary	1
Executive Summary	2

3. GLOSSARY OF TERMS

4. EXECUTIVE SUMMARY

5. SECTION I — TECHNICAL STATUS

- Accomplishments by Milestone
 - Brief description of work performed by individual milestone(s) accomplished/deliverable(s) produced labeled by Task Number.
 - Progress/Completion percentage of ongoing Tasks
- Problems Encountered:
 - If any
- Future Plans
 - Brief narrative of plans for next quarter

6. SECTION II — BUSINESS STATUS

- Hours/Effort Expended
- Funds Expended and Cost Share

7. ADVISORY/STEERING COMMITTEE MEETING

- Meeting Minutes
- Report(s)

8. Conference presentations/publications details by project team in upcoming quarter

9. Appendix if any for the Quarter

Examples:

- Copies of Subcontracts
- Copies of Equipment Purchase Receipts

Quarterly Report Submission Timeline:

- Quarterly Report for Period covering January 01 to March 31 is **due by April 15**
- Quarterly Report for Period covering April 01 to June 30 is **due by July 15**
- Quarterly Report for Period covering July 01 to September 30 is **due by October 15**
- Quarterly Report for Period covering October 01 to December 31 is **due by January 15**

If the submission due date is a holiday/weekend please ensure that the submission is made by the subsequent business day. Deliverables covering partial periods of performance up to one month will be rolled over into the subsequent quarterly progress report.