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
  o Brief description of work performed by individual milestone(s) accomplished/deliverable(s) produced labeled by Task Number.
  o Progress/Completion percentage of ongoing Tasks
- Problems Encountered:
  o If any
- Future Plans
  o 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.**