SAMPLE FORMAT FOR PROGRESS REPORT

**Date:**

**Report Period:**

**Grant Project Period:**

**Grant Recipient:**

**Grant Number:**

**Recipient Contact Person:**

**Principal Investigator/Project Director:**

**Progress Achieve in Accomplishing Project Goals & Objectives** (*Goals and objectives should correspond to the goals and objectives in the approved grant application).*

# Goal/Objective 1

 Planned:

 Actual:

 Unit Costs:

# Goal/Objective 2

 Planned:

 Actual:

 Unit Costs:

**Difficulties Encountered** *(As applicable, should include information on specific reasons why goals and objectives were not met, and analysis and explanations of cost overruns and high unit costs)*

**Goal/Objective #:**

 Problem(s):

 Resolution/Corrective Action Plan and Schedule:

**Activity Anticipated Next Reporting Period** *(Should correspond to the “Planned” entries under Progress Achieved in the next report)*

**Goal/Objective #:**

**Goal/Objective #:**