

**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 #:**