

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 #: