**PROGRESS REPORT**

**Project Title:**

**Contract #:**

**Reporting Period:**

|  |
| --- |
| **Overall Project Progress:**  *(Describe the progress of the project during this reporting period. This should include a description of activities or items for which you will seek reimbursement.)* |

|  |
| --- |
| **Delays and Concerns:**  *(Provide a detailed explanation of any delays in project work or deliverables. Discuss any other issues or concerns that arose during the reporting period.)* |

***Fill out the tables below to show the status for each task and deliverable. (This text can be removed in submitted report)***

* *If you need additional space to add information in the table, click and pull down the row.*
* *Status/Update should include:* 
  + *Major accomplishments during reporting period*
  + *Problems or obstacles during reporting period (e.g., delays, remedial action taken)*
  + *Dates and locations of events, presentations, meetings, etc.*
  + *Date completed if the deliverable was submitted during this or a previous reporting period*
* *Plans for Next Reporting Period should be marked as N/A if you do not intend to begin work on a deliverable.*

**Task 1: *(Place title here)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Due Date** | **Status/ Update** | **Plans for Next Reporting Period** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Task 2: *(Place title here)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Due Date** | **Status/ Update** | **Plans for Next Reporting Period** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Personnel Eligibility List (PEL)**

*List all personnel currently receiving funding from this grant (e.g. salary, fringe benefits, tuition, stiped, etc.). The personnel should be reflected on reimbursement requests, as necessary. If a person is not shown on a reimbursement request, invoice processing may be delayed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Funding Received** | **Project Role/Tasks worked on during this reporting period** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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