**[Enter Project or Program Title]**

**Progress Report – [Enter Project Date]**

**Title:**

**Project Number:**

**Principal Investigator (PI):**

**Co-PI(s):**

|  |  |
| --- | --- |
| **Award date:**  |  |
| **Scheduled completion date:** |  | **% of project completed to date:** |  |
| **Total budget:**  |  | **% of budget expended to date:**  |  |
| **Draft report due:** |  | **Final report due:** |  |

Provide a short description of the **work currently underway**.

*Use* [*additional notes section*](#notes) *if you need to provide more information.*

Provide a short description of the **noteworthy activities/accomplishments** during this reporting period.

*Use* [*additional notes section*](#notes) *if you need to provide more information.*

Identify **issues or problems** that need to be addressed.

*Use* [*additional notes section*](#notes) *if you need to provide more information.*

Provides dates for when the **next progress report or presentation** due:

**Additional notes**: