

EXAMPLE

TECHNOLOGY DEVELOPMENT AWARD PROGRESS REPORT

Quarterly Report – Technology Grant

I. Project Details

PI:

Co-PIs:

Scientists/personnel:

PM:

Project title:

Grant:

Award dates:

Report date:

Period covered by this report:

II. Milestones

1. Project Scope
2. Milestones & Objectives for the 2-year period of the grant

III. Project Status

1. Objectives/Tasks completed as of (report date):
2. Schedule Status: Summary of work performed during the reporting period & check against the 2-year project timeline (work completed, in progress, new/alternative approaches)
3. Objectives/Tasks scheduled for the next 3 months
4. Budget status (overall budget, table of expenditures for the period and cumulative)

IV. Risk Review

Risks, Issues & Mitigation Strategies

Deep-dive at the start of the project; record significant changes and mitigation in interim reports.

V. Commercialization Plans

Updates

EXAMPLE

VI. Publications and Intellectual Property Disclosures

Updates

VII. Status Summary

1-paragraph summary