Progress Reports

<u>Semi-Annual</u> *Format*

1. **Organization Title**

2. **Project Title**

3. **Award Number**

4. **Report Period**

5. **Introduction-** a brief summary of the project

6. **Purpose-** detail the objectives of the project

7. **Approach-** describe the work that has been performed

8. **Results-** the actual accomplishments to date

<u>Comprehensive</u> *Format*

1. **Organization Title**

2. **Project Title**

3. **Award Number**

4. **Report Period**

5. **Introduction**

6. **Purpose**

7. **Approach**

8. **Results**

9. **Evaluation-** Provide an executive summary of your evaluation and the results. The full evaluation results, including tools and methods should be included in your evaluation report.

10. **Changes/Problems Encountered-** outline any problems or programmatic changes that have been made to the project

11. **How to improve the project-** outline how you would improve the program if funded the following year.

Reports should not be more than 5 pages, double-sided.

Deadlines

You are required to submit two semi-annual progress reports and a comprehensive report. The first semi-annual report is due 7 months into your project period, the second is due 13 months into your project period. The comprehensive is due 3 months after your project period ends.

Submission

Please submit all progress reports through the NOAA Grants On Line system at https://grantsonline.rdc.noaa.gov.