

Division of Materials Sciences and Engineering
Office of Basic Energy Sciences
US Department of Energy



EPSCoR Program

PROGRESS REPORTING. All DOE EPSCoR Grants (*Implementation Grants* and *EPSCoR-State/National Laboratory Partnership Grants*) are required to submit yearly Progress Reports. To be considered for continuation funding on any EPSCoR award, a complete Progress Report must be received at the DOE EPSCoR Program Office (submitted to the EPSCoR Program Manager and copied to the EPSCoR Program Administrator) no later than 90 days prior to end of your grants funding cycle (e.g., if your grant received its first year funding August 15, 2006 to August 14, 2007, your Progress Report is due to the EPSCoR Program Office on May 14, 2007). In lieu of a third year Progress Report (*Implementation Grants* and *EPSCoR-State/National Laboratory Partnership Grants*), a Final Report is required 90 days after the expiration period of the award. The final report will include progress reporting data from the full three year grant period and the third-year Progress Report.

Suggested Format and Top-Ten Required Contents of Annual Progress Reports:

1. DOE award # and name of the recipient (Institution).
2. Project Title and name of the PI.
3. Date of the report and period covered by the report with approved budget amount.
4. Participating National Laboratory(s) if applicable.
5. A brief description (abstract) of project goal and objective.
6. A brief (no more than 5 pages) description of accomplishments during the reporting period. This section may be presented in text, bullet, tables and figure form. Please use the form that you feel will best represent your accomplishments and results for the funding period in clear and accurate data. Figures in the report are encouraged. References may be outside the 5 page limit.
7. A brief description of planned activities for next year, which could be a short paragraph or in bullet form, and no more than one page.
8. A list of papers or patents (already published, in press, submitted) in which DOE support is acknowledged.
9. A list of people working on the project –number of graduate and undergraduate students, postdocs, visitors, technicians, etc, during this funding period. Please indicate for each person whether they are receiving full or partial support under this award. In case of partial support indicate percentage of support. An update list of other support (current and pending, federal and non-federal.) For each, indicate the overlap, if any, and/or distinctiveness with the DOE-supported project. This could be brief – one or two sentences.
10. Cost status: Show approved budget for the budget period, actual costs incurred by the date of the report, and projected unspent funds at the end of the current budget period. For any cost-sharing, breakout by DOE share, recipient share and total costs.

Please send all Progress Reports to the EPSCoR Program Manager (e.g. Kristin Bennett) and the Program Assistant (e.g., Marsophia Agnant). See Contact page for addresses.

May 2007