

## **PROGRESS REPORTS**

**\*\* Reports should not be more than 6 pages in length**

**Format: (# 1, 2, 4, 5, 6, you may use text from your original application)**

- 1) *Organization Title*
- 2) *Project Title*
- 3) *Award Number:* Number assigned to you from NOAA Grants Management Division
- 4) *Report Period*
- 5) *Introduction:* Brief summary of the project
- 6) *Purpose:* Detail the objectives of the project
- 7) *Approach:* Describe the work that has been performed
- 8) *Results:* Actual accomplishments to date. Include name of school(s) or school group(s); and total outreach numbers of students and/or teachers.
- 9) *Evaluation:* Describe the extent to which the project goals and objectives have been attained.
- 10) *Changes/Problems Encountered:* outline any problems or programmatic or budgetary changes that have been made to the project.
- 11) *Feedback:* Brief section to include any comments, quotable quotes or feedback from project participants.

## **DEADLINES**

You are required to submit two semi-annual progress reports and a comprehensive report.

- **First semi-annual report:** due 7 months into your project period (mid-year)
- **Second semi-annual report:** due 13 months into your project period (mid-year to end).
- **Final COMPREHENSIVE Report:** due within 3 months after project period ends.

If you have an account with NOAA Grants Online, you may submit your progress report directly via the Grants Online process. Otherwise, Email, fax or mail progress reports to Divina Corpuz. Email: [Divina.Corpuz@noaa.gov](mailto:Divina.Corpuz@noaa.gov). Fax number: 808-532-3224. Address: NOAA Pacific Services Center 737 Bishop Street, Suite 2250 Honolulu, Hawai'i 96813.