

ENERGY INNOVATIONS SMALL GRANT (EISG) PROGRESS REPORT FORMAT

TOP OF COVER PAGE:

- Progress Report (needs to be labeled as a progress report)
- Grant Number (as indicated on cover page of grant agreement)
- Project Title (as indicated on proposal – Exhibit A of grant agreement)
- Reporting Period (show start and end dates for reporting period)
 - The maximum allowed reporting period is 3 months.
 - Progress reports are considered delinquent if not received within 30 days of the end of the maximum allowed reporting period.
- Name of Principal Investigator

PROJECT STATUS SUMMARY:

- Schedule Status:** Based on the approved schedule contained in the grant agreement, indicate if you are on schedule and capable of completing all tasks identified in the Statement of Work. If you are behind schedule indicate by how much, the reasons for the delay and what actions you plan to take as a result to ensure the primary project objectives are met within the term of the grant contract.
- Budget Status:** Based on the approved budget contained in the grant agreement, indicate if you are within budget. If you are over budget indicate by how much, the reasons why and the impact this will have on the project. Changes to the scope of work due to budget considerations or change in research strategy must be negotiated with and approved by the Program Administrator.
- Percent Complete:** List in a table the primary tasks contained in the Statement of Work and report the cumulative percent complete for each task listed.

WORK PROGRESS: Report the following information on work that was performed in this reporting period:

- List each primary task in which work was performed and describe the work completed. Tasks identified in the progress report must correspond with the tasks in the approved statement of work.
- Justify expenditures invoiced during the reporting period.
- Describe any unexpected problems encountered and their impact.
- Include or attach supporting documents such as diagrams, CAD drawings, or photos of prototype devices, test setups or laboratory/workshop settings.
- Attach test plans, test results, site surveys, subcontractor reports etc.

ASSESSMENT OF OVERALL PROJECT OBJECTIVES: Identify the project's primary measurable technical objective(s) (e.g., achieve NO_x emissions of 5ppm). Based on the work completed to date, rate each objective on the level of risk associated with its technical and commercial feasibility. List any key results that support your assessment.

REPORT SUBMISSION: Submit reports via email attachment to the Program Administrator when practical. If submitted electronically there is no need to send a hard copy. **Highlight any information that is proprietary that you do not want released.**

PROGRESS REPORT TEMPLATE

PROGRESS REPORT X

ENERGY INNOVATIONS SMALL GRANT (EISG) PROJECT

Grant Number: xxxxA/yy-xx

Project Title:

Reporting Period: Start date - End date (*Must match invoice period*)

Name of Principal Investigator:

PROJECT STATUS SUMMARY:

Schedule Status: We are on Schedule: YES _____ or NO _____

If NO, explain

Budget Status: We are on Budget: YES _____ or NO _____

("Do the expenditures reported on tasks completed correspond to the amount of money budgeted for those tasks?")

If NO, explain

Percent Complete:

Task	Percent Complete	Comments
Name of task one from SOW	xx %	Your assessment.
Name of task from SOW	xx %	
Name of task from SOW	xx %	
Name of task from SOW	xx %	
Name of last task from SOW	xx %	

PROGRESS REPORT TEMPLATE

WORK PROGRESS:

Task 1, Title: Brief description of work completed

Task 2, Title: Brief description of work completed

Task 3, Title: Brief description of work completed

Task 4, Title: Brief description of work completed

Task 5, Title: Brief description of work completed

ASSESSMENT OF OVERALL PROJECT OBJECTIVES: Identify the project's primary measurable technical objective(s). Based on the work completed to date, rate each objective on the level of risk associated with its technical and commercial feasibility. List any key results that support your assessment.

Note: This report is expected to be brief. Please keep the progress report 2-3 pages long.