

**PROGRESS REPORT OUTLINE
USEPA-GLNPO PROJECTS**

Grant Number: _____

Project Title: _____

Reporting Period Covered: _____

Principal Investigator: _____

GLNPO requires the principal investigator of grants, cooperative agreements, and interagency agreements (IAGs) to submit to the United States Environmental Protection Agency project officer a [quarterly or semi-annual] progress report. This report can be as brief as one page as long as you can provide the requested information. The items listed below should be addressed as appropriate:

1. What work was accomplished for this reporting period? Report should quantify results as measurable products, i.e. numbers, acres, contacts, improvements in water quality, habitat, etc.
2. What, if any, changes were made from the Object Class Categories listed in Sec. B of the SF 424A?
3. If a problem was encountered, what action was taken to correct it?
4. What work is projected for the new reporting period activity?
5. Is the project work on schedule? List activities from the Work Plan, and any required Quality System Documentation, and report as percent completed.
 - (a) This reporting period
 - (b) For the project
6. Does the project funding rate support the work progress? Report as percent spent of budgeted amounts for Federal and non-Federal.
7. Is there a change in principal investigator?
8. Will the project take longer than the approved project period? If so, have you formally requested an amendment in writing?
9. What is the date and amount of your latest drawdown request? If no request has been submitted, please explain.

Please reference the U.S. EPA project number on your report and on all correspondence.