

OUTLINE FOR QUARTERLY PROGRESS REPORTS

As a component of this research contract, the Recipient is obligated to submit progress reports to ISTC that should include the following sections, as appropriate:

1. Work undertaken during the reported period.
2. Preliminary data results and evaluations completed during the reporting period.
3. Problems encountered and remedial actions taken.
4. Statement of activity anticipated during the subsequent reporting period.
5. Project progress compared to original project schedule.
6. Proposed revisions, if any, to the original time schedule.
7. Names of personnel whose time has been charged to the project and a summary of their contribution, plus changes in key personnel. Include the title or status of each of the project participants (including students and hourly). Include any degrees awarded to project personnel during the course of the project or as a result, in part, of project support.
8. Pertinent information on presentations and publications representing project findings or any publicity about the project. Include copies of any publications resulting from project investigations.
9. Literature cited

There are no guidelines for progress reports length or detail. This is left to the discretion of project staff. Many of our researchers use the progress reports in preparation of the final project report. If reports are in any way inadequate, ISTC will contact the submitter and/or PI to request additional information.

Some PIs choose to preface their reports with a proposal/project synopsis or abstract. This is recommended for the first quarterly report but is optional in subsequent reports. Progress reports should arrive at ISTC on or about the due date. In most cases quarterly payments to the Recipient institution will await approval of the project report by the Sponsored Research Coordinator and/or Research Program manager. ISTC will attempt to provide reminders of quarterly report due dates two weeks prior to those due dates.

Any questions regarding preparation and delivery of quarterly progress reports may be directed to Elizabeth Meschewski, Sponsored Research Coordinator, at 217/333-7403 or elm2@illinois.edu.