

Instructions for completing Semi-annual Report Forms.

- The Principal Investigator (PI) or Project Director (PD) must complete and submit the progress report two times per year (April-October). Please attach a copy of the proposal's work plan or timeline to the report. A copy of the report must be submitted to the appropriate Dean, Chair, or Vice President. In addition, one copy should be provided to the Office of Budget, Payroll, Grants and Contracts and a copy should be kept on file.

- The Report contains three sections:
 - **Section I. Summary of the progress towards achieving the project's objectives and the performance indicators** – Briefly state the project's progress towards achieving each performance indicator.

 - **Section II. Narrative (detailed discussion) of the project's progress in achieving each performance indicator** – Provide a detailed discussion of the activities that have taken place in order to address the performance indicator, any problems that have arisen, and proposed strategies for overcoming obstacles.

 - **Section III. Updated Activity expenditure report** – Provide an updated report on Activity expenditures. For each line item, indicate current balance and any obstacles. Indicate whether or not you are on target to spend your money. If not, explain why.

Administrative/Activity Status Report

Project Director: _____ **Date:** _____

Project Title: _____

Activity	Person Responsible	Status	Course of Action

SEMI-ANNUAL REPORT SUMMARY FORM

Report Period: _____ **Date Submitted:** _____

Submitted by: _____

Title: _____

Major Objectives	Progress
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SEMI-ANNUAL REPORT NARRATIVE FORM

Report Period: _____ **Date Submitted:** _____

Submitted by: _____ **Title:** _____

Blank area for the semi-annual report narrative.