

Mid-Term Report – Due June 30

Financial

- Original budget as presented vs actual expenditures to date
- Explanation of variances as applicable

Narrative

- Description of progress to date as it relates to original objectives and timeline
- Explain any variables/issues which may have caused deviation from schedules/timelines

Final Report – Due at conclusion as shown in proposed duration

- Summary of results
- Has research been completed / extension needed
- Final actual expenditures vs budget (explain variances as applicable)