

# EXHIBIT C-1 PROGRESS REPORT FORM

Department of Research and Development  
Innovation Grants – Fiscal Year 2021-2022

Contract Number \_\_\_\_\_

Organization Name \_\_\_\_\_

Project Title \_\_\_\_\_

Reporting Period \_\_\_\_\_

Please submit this progress report form, completed, and signed, with a narrative report that addresses each of the following six points:

1. Summarize the work completed during this reporting period, assess how the project is progressing relative to the project timetable, and describe the next steps for the project.
2. Report any issues or problems that have impacted the development and implementation of the project during the reporting period. Detail what impact any issues may have on the achievement of project targets and explain how the issues will be addressed.
3. Describe any preliminary results, outputs, or deliverables for this project. If no preliminary results are available, state why.
4. Describe how the funds allocated for this project were used during this reporting period.
5. Add any additional information as desired and or requested by the Department of Research and Development.
6. Attach copies of all news articles, advertisements, flyers, brochures, and promotional materials related to the project.

Submitted by

Signature \_\_\_\_\_

Typed name and title \_\_\_\_\_

Date signed \_\_\_\_\_

Contact phone number \_\_\_\_\_

Contact email address \_\_\_\_\_