Quarterly Progress Report Form - Oil Spill Recovery Institute

This report shall be e-mailed to the OSRI Research Program Manager (wspegau@pwssc.org) and copied to the Financial Office (poswalt@pwssc.org)

Deadline for this report: All grants shall submit this report within 30 days of the end of the calendar year quarter.

Today’s date: ____________________________

Name of awardee/grantee: ____________________________

OSRI Contract Number: ____________________________

Project title: ____________________________

This report covers  
_____ Oct.-Dec.  1st quarter
_____ Jan.-March  2nd quarter
_____ April-June  3rd quarter
_____ July-Sept.  4th quarter

PART I - Progress Report on Activities

In a short paragraph (3-10 sentences), please describe project activities since your last report.

Describe any existing or potential problems with the project. If a change in budget or scope of work is required, please explain.

Describe any presentations given this quarter and the status of manuscripts submitted, accepted, or published.
Part II - Budget Report

Please complete the attached Excel spreadsheet (GPM-Appendix I – Fin Rpt Form).