



Project Quarterly Report

INSTRUCTIONS:

Awardees are required to submit project status quarterly reports for the 3-month period immediately preceding each of these dates March 31, June 30, September 30, and December 31 until a contract is closed out. Indicate below the reporting period for which this report is being submitted and complete all sections of this form for the selected reporting period.

Part I: General Information

Project Title:	
Organization Name:	
Agreement/Contract Number:	

Quarterly Reporting Period Year _____	<input type="checkbox"/> January 1 - March 31 <input type="checkbox"/> April 1 – June 30 <input type="checkbox"/> July 1 - September 30 <input type="checkbox"/> October 1 - December 31
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Part II: Quarterly Report

What specific tasks have been completed during the reporting period?

Did any public relations events regarding your awarded project take place during the reporting period? If so, please describe the events.

If milestones and timelines were not met, why not? Did you encounter any challenges during the reporting period which may interfere with meeting the project objectives?

