**ANNUAL PROGRESS REPORT**

**Progress Report Completion Date:**

**Project Title:**

**Contract #:**

**Contract Term:** (Agreement Start Date *MM/DD/YYYY –* End Date *MM/DD/YYYY)***Report Specific Performance Period:** (Start Date *MM/DD/YYYY* – End Date *MM/DD/YYYY)*

| **Contractor Contact** | **Delta Stewardship Council Contact** |
| --- | --- |
| **Principal Investigator**  Name:  Institution:  Address:  Phone:  Email: | Name:  Institution:  Address:  Phone:  Email: |

**WORK PERFORMED FOR INVOICE PERIOD**

List all project goals or objectives. Project goals and objectives are derived from the (contracts/proposals). Provide a brief description of progress or delays (current or anticipated) toward achieving each goal/objective.

***Goal/Objective #1:***

***Narrative Progress Summary, Achievements, and Unanticipated Delays:***

***Goal/Objective #2:***

***Narrative Progress Summary, Achievements, and Unanticipated Delays:***

***…[list all]***

**DELIVERABLES CURRENT STATUS**

List the status of each deliverable for the past year. For applicable statuses, specify and describe any current or anticipated delays. For each delay, explain how they will be resolved.

Project Information should be added to the [Delta Science Tracker](https://sciencetracker.deltacouncil.ca.gov/) on an ongoing basis as soon as content is available throughout the course of the contract term.

[Contractor to fill in deliverable description]

| ***Deliverable*** | ***Due Date*** | ***Status*** |
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**BUDGET SUMMARY – Annual Expenditure Calculation**

Add annual expenditure calculations to [Delta Science Tracker.](https://sciencetracker.deltacouncil.ca.gov/)

| **Budget Category**  **(*edit these to exactly match contract budget*)** | **Total Contract Budget** | **Amount Invoiced this Year**  **(A)** | **Amount Invoiced to Date Prior to this Year**  **(B)** | **Total Expenditures (A+B)** |
| --- | --- | --- | --- | --- |
| **Personnel:** Salaries and Fringe Benefits | $ | $ | $ | $ |
| **Travel** | $ | $ | $ | $ |
| **Materials & Supplies** | $ | $ | $ | $ |
| **Equipment** | $ | $ | $ | $ |
| **Subcontractor** | $ | $ | $ | $ |
| **Other Direct Costs** | $ | $ | $ | $ |
| **Indirect Costs %\_\_\_** | $ | $ | $ | $ |
| **Total Cost** | $ | $ | $ | $ |
| **AMOUNT ROUNDED FOR BUDGET PURPOSES ONLY:** | | | |  |

**ANNUAL REPORT ADDITIONAL REQUIREMENTS:**

**Changes or Challenges**Have there been any changes in your approach? Have there been actual or anticipated challenges or delays? Have there been changes that significantly impact expenditures? How did you overcome these challenges? Describe.

**Research Relevancy**

How does your work contribute to addressing gaps in the SAA (based on SA, MQ, and MN)?

**Research Highlight feature** (include photo(s) for social media/web)  
In 1-2 paragraphs, summarize any key findings, results, outcomes, and other important project updates to date for a non-science audience.