# QUARTERLY PROGRESS REPORT #

**Progress Report Completion Date:** *MM/DD/YYYY*

**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 goal and objectives are derived from the contract. 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**

In the deliverable column, list all contractual deliverables. For each deliverable provide the status. Include all deliverables with completed status from previous progress reports. 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.

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Due Date** | **Status** |
| 1. Kickoff meeting with researchers and CA Sea Grant
 | Annually | *Examples*1. *Completed*
2. *Scheduled - anticipated annual meeting date dd/mm/yyyy*
3. *(if delayed) Delayed – personnel on not available due to unanticipated reasons. We plan to reschedule annual meeting to dd/mm/yyyy.*
 |
| 1. Annual meeting #1 with DSC and CASG staff
2. Annual meeting #2 with DSC and CASG staff

*…[list all]* | Annually | 1. *Scheduled - anticipated annual meeting date dd/mm/yyyy*
2. *(if delayed) Delayed – personnel on not available due to unanticipated reasons. We plan to reschedule annual meeting to dd/mm/yyyy.*
3. *Status – explanation (if applicable)*

*…[list all]* |
| Quarterly progress report and quarterly invoices1. Quarterly Progress Report & Invoice #1
2. Quarterly Progress Report & Invoice #2

*…[list all]* | Quarterly | 1. *Quarterly Progress Report & Invoice #1*
2. *Quarterly Progress Reports & Invoice #2*

*…[list all]* |
| Annual Progress Report1. Year 1 Progress report
2. Year 2 Progress report

*…[list all]* | April 30th  |  |
| 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.* Add project
* Output Type (e.g. Data spatial and non spatial, journal/news article, photo, videos, preprint, presentation, project fact sheet, report, website, other)
* Final progress report, including lay-person or visual abstracts
* Draft or final manuscripts
 | Add project within 1 year of start dateAddition of project information to tracker:Ongoing –Throughout contract term  |  |
| Institutional Review Board approval or exemption, if applicable | within 1 year of start date |  |
| Revised Data Management Plan | within 1 year of start date |  |
| Revised Engagement and Communication Plan | within 1 year of start date |  |
| Mandatory participation in a theme-based engagement workshop focused on the science-policy interface hosted by the DSP and/or Sea Grant | Within contract term |  |
| Participation in the development of communication products developed by DSP and/or Sea Grant to communicate outcomes of the project | Within contract term |  |
| Final Progress Report | 30 days before end of contract  |  |

**BUDGET SUMMARY – Quarterly Expenditure Calculation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** (*Use contract budget to accurately fill out summary*) | **Total Contract Budget** | **Amount Invoiced this Reporting Period****(A)** | **Amount Invoiced to Date Prior to this Reporting Period****(B)** | **Total Expenditures (A+B)** |
| **Personnel:** Salaries and Fringe Benefits | $ | $ | $ | $ |
| **Travel** | $ | $ | $ | $ |
| **Materials & Supplies** | $ | $ | $ | $ |
| **Equipment** | $ | $ | $ | $ |
| **Subcontractor** | $ | $ | $ | $ |
| **Other Direct Costs** | $ | $ | $ | $ |
| **Indirect Costs %\_\_\_** | $ | $ | $ | $ |
| **Total Cost** | $ | $ | $ | $ |

# 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*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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.

# FINAL PROGRESS REPORT

**Progress Report Completion Date:** *MM/DD/YYYY*

**Project title:**

**Contract #:**

**Contract term**: (Agreement 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: |

**Final deliverables summary**

List the final status of each deliverable. Include all deliverables and statuses from previous reports.

 [Contractor to fill in deliverable description]

|  |  |  |
| --- | --- | --- |
| ***Deliverable*** | ***Due Date*** | ***Status*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**BUDGET SUMMARY – Final Expenditure Calculation**

|  |  |  |
| --- | --- | --- |
| **Budget Category** (*Use contract budget to accurately fill out summary*) | **Total Contract Budget** | **Total Expenditures** |
| **Personnel:** Salaries and Fringe Benefits | $ | $ |
| **Travel** | $ | $ |
| **Materials & Supplies** | $ | $ |
| **Equipment** | $ | $ |
| **Subcontractor** | $ | $ |
| **Other Direct Costs** | $ | $ |
| **Indirect Costs %\_\_\_** | $ | $ |
| **Total Cost** | $ | $ |

**Final Report Additional Requirements:**

* **Two paragraph summary or abstract for a non-scientist audience**
* **Provide a thorough discussion of research findings**
* **Provide a thorough discussion of major contributions to the field(s)**
* **Provide a thorough discussion of management implications of project findings and link to SAA. List all science actions that are relevant and how your work contributes to addressing SAA.**
* **Provide photos and/or videos to highlight the project social media/web**
	+ **For each photo and video provide photo credit and alt text (one sentence description of photo or video)**