

SCSB Quarterly Report

General Information

Principal Investigator(s) Name(s):

Organization:

Date:

Quarter:

Proposal Information

Title:

Amount Expended to Date:

Progress Assessment

Report the progress toward the situation described in the proposal summary. Include progress against budget, timeline and scope.

Key Performance Indicators

What KPI(s) are being used to measure project success? How are KPI(s) being measured? Will KPI(s) not be met? Are KPI(s) on track? Will KPI(s) be exceeded? Explain the key circumstances that are impacting achieving or not achieving KPI(s).

Next Steps

Explain the next steps of the projects and what you hope to achieve during the next quarter.

Additional Information

Provide all additional supporting information, facts or figures here.

Prior to submission, reports should be saved as a pdf document using the following naming convention; 2019Date(yrmoday)_(PI Last Name)_(Abbreviated Proposal Title)_Qtr1.