Progress Reports

**Semi-Annual Format**
1. Organization Title
2. Project Title
3. Award Number
4. Report Period
5. Introduction - a brief summary of the project
6. Purpose - detail the objectives of the project
7. Approach - describe the work that has been performed
8. Results - the actual accomplishments to date

**Comprehensive Format**
1. Organization Title
2. Project Title
3. Award Number
4. Report Period
5. Introduction
6. Purpose
7. Approach
8. Results
9. Evaluation - Provide an executive summary of your evaluation and the results. The full evaluation results, including tools and methods should be included in your evaluation report.
10. Changes/Problems Encountered - outline any problems or programmatic changes that have been made to the project
11. How to improve the project - outline how you would improve the program if funded the following year.

Reports should not be more than 5 pages, double-sided.
**Deadlines**
You are required to submit two semi-annual progress reports and a comprehensive report. The first semi-annual report is due 7 months into your project period, the second is due 13 months into your project period. The comprehensive is due 3 months after your project period ends.

**Submission**
Please submit all progress reports through the NOAA Grants On Line system at [https://grantsonline.rdc.noaa.gov](https://grantsonline.rdc.noaa.gov).