

## OCDO PROJECT STATUS REPORT FORMAT

On your company letterhead, provide the following information on the first page of the report:

1. Project Title
2. OCDO Grant Agreement Number
3. Author(s) of the Report
4. Telephone Number of Author(s)
5. Email Address of Author(s)
6. Status Report Number
7. Reporting Period (start date and end date)

The body of the report shall briefly but thoroughly discuss the following items:

I. Describe the **work performed and results obtained during** the reporting period. Provide your best estimate of the **percentage of the project which has been completed** through the period. In the narrative, make reference to applicable sections of the Statement of Work and/or the Milestone Plan, as well as Section III of your previous Status Report.

II. Cite any **problems or circumstances** which have or will impede or accelerate timely progress and anticipated results. Indicate whether there are any **anticipated problems with the project budget**, and in particular, **with OCDO's portion of the project budget**, as set forth in the Grant Agreement.

III. Outline the **work to be performed** over the next Reporting Period. Include, as appropriate, supporting information such as planned or anticipated meetings with cosponsors, subcontractors or project advisory groups, planned test matrices, etc.