COMT/OTT Performance Progress Report Template

Project title:

Reporting period:

PI:

Transition PI:

CO-OPS/CSDL/NWC point of contact:

Date of meetings held with point(s) of contact:

Summary of progress and results during reporting period:

Problems or challenges encountered:

Work in progress/planned:

Models in use or development (if applicable):

**COMT Projects Only**: Seminal datasets uploaded to COMT cyberinfrastructure and location of metadata for datasets (uploads due at least yearly):

Status of Transition Plan (draft due at end of Year 1):

Publications:

Accomplishments, success stories, or publicity/press coverage:

Budget Analysis: This section can be used to explain any pertinent budgetary details that occurred for the period of the report. Examples:

* Sub-award spending (issue and spending details),
* Cash Flow Reports (total cash receipts, total cash disbursements, cash on hand), or
* Project's spending pace for the period of the report (spending draw down percentage)