ATTACHMENT B: Progress Report Template

**Status of outstanding RDRC projects (updated MM/DD/YY)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project number | Project title | PIs | Due date | Status/Reason(s) for delay or TBD status |
|  |  |  |  |  |

**(Project Number) Project Title**

List the authors and their affiliations.

Project Description:

Use the abstract from research proposal if the project is incomplete. If the project is complete, use the policy abstract.

Progress to Date:

A brief description of work completed during the reporting period toward reaching project milestones from Timeline. Describe any issues delaying the project or changing the Timeline. If a final report has been received and accepted by the federal project officer for the project, but not cleared for posting, then identify the project as “Complete—Under Review”. Once the final report has cleared and posted, then identify the project as “Complete—Posted”.

Timeline and Deliverables:

Provide a grid with the dates and project activities culminating in the delivery of the final report. Literature reviews, data extraction and development, derivation of theoretical models, estimations and simulations, drafts, re-writes, presentations are all examples of project milestones. The filing of a progress report is not considered a project milestone. Each milestone should have a corresponding performance period – see example below. If a project is listed as “Complete” then leave this space blank.

|  |  |
| --- | --- |
| **Date** | **Activity or Research Project** |
| 10/01 – 11/01 | Review of <blank> literature |
| 12/01 – 1/02 | Develop theoretical model of <blank> |
| 2/02 – 4/02 | Extract data and generate variables of interest from <blank> data. |
| 5/02 | Estimate model parameters |

|  |  |
| --- | --- |
| 6/02 | Conduct policy simulations |
| 7/02 | Write draft and present at <blank> conference |
| 8/02 | Draft Final Report – distribute for feedback and make revisions |
| 9/02 | Deliver Final Report |

Output to Date:

List the title and date of all draft and final papers from the project. Use the following code to identify project output: PROJECTID|DATE|STATUS. PROJECT ID is the project number provided by SSA in the award letter (example: R-AA04-01). The DATE should match the date on the product submitted by the author (not the date received by the center) and should be in the format MMYY (0503 for May 2003). STATUS is a letter code for the status of the product.

Draft working papers use a “D” and final working papers use an “F.” Policy abstracts should use an “A.”

Example: If project R-AA04-01 produced a draft working paper in February 2005, a final working paper in May 2005, and policy abstract in June 2005, the codes to identify the products would be: R-AA04-010205D, R-AA04-010505F, and R-AA04-010605A.