**QUARTERLY REPORT**

# PROJECT NUMBER AND TITLE:

Project Number (YR-#) Project Tile (as assigned by VTrans)

# PRINCIPAL INVESTIGATOR:

First Last

Organization

Section/College/Department

Email

# TECHNICAL LEAD

First Last

Vermont Agency of Transportation

Section/Department/Bureau

Email

# START AND END DATE (per grant assignment):

Start – End (Month Day, Year)

# ANTICIPATED COMPLETION DATE (if different than above):

Month Day, Year

# PROJECT OBJECTIVES:

1. State the Objectives from the Work Authorization/Proposal
2. In a list fashion

# SCHEDULE OF DELIVERABLES (Shade in gray prior completed deliverables, highlight newly completed deliverables)

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Description** | **% total budget** | **Invoice amount** |
| Deliverable 1 | First Deliverable Text from Work Authorization | # | $ |
| **Deliverable 2** | **Second Deliverable Text from Work Authorization** | **#** | **$** |
| Deliverable 3 | Third Deliverable Text from Work Authorization | # | $ |
| Total | 100 | $ |

# REPORT PERIOD:

Start Month to End Month Year, following the Quarterly Format (January-March, April-June, July-Sept, October-December)

# DELIVERABLES FINISHED THIS QUARTER (highlight in the table, and include memo with details):

Deliverables 2 been completed this quarter. See accompanying memo for documentation.

# PARTIAL WORK ACCOMPLISHED THIS QUARTER (from Schedule of Deliverables):

Note any partial work completed

# PROBLEMS ENCOUNTERED (If any):

Note any problems encountered

# TECHNOLOGY TRANSFER ACTIVITIES THIS QUARTER:

Note any Technology Transfer Activities conducted

# ACTIVITIES PLANNED FOR NEXT QUARTER:

* Note planned activities
* In a bullet format

Progress report prepared by: First Last Date Prepared: Month Day, Year