

EPSCoR Program – Progress Reporting

All DOE EPSCoR Grants (*Implementation Grants* and *EPSCoR-State/National Laboratory Partnership Grants*) are required to submit yearly Progress Reports. To be considered for continuation funding on any EPSCoR award, a complete Progress Report must be received at the DOE EPSCoR Program Office (submitted to the EPSCoR Program Manager and copied to the EPSCoR Program Administrator) no later than 90 days prior to end of your grants funding cycle (e.g., if your grant received its first year funding August 15, 2010 to August 14, 2011, your Progress Report is due to the EPSCoR Program Office on May 14, 2011).

In lieu of a third year Progress Report *EPSCoR-State/National Laboratory Partnership Grants* are required to submit a Final Report 90 days after the expiration period of the award. The final report will include progress reporting data from the full three year grant period and the third-year Progress Report. Final reports should be submitted using the DOE Office of Scientific and Technical Information (OSTI) e-link site at: <https://www.osti.gov/elink/241-3.jsp>.

Should progress warrant it, Implementation Grants submit a renewal proposal in lieu of a third year progress report. The renewal proposal is due six months prior to the grant (project) end date.

Suggested Format and Contents of Annual Progress Reports:

1. DOE award number, name and address of the recipient (Institution).
2. Project Title and name of the Principal Investigator and Project Director (If applicable).
3. Date of the report and the time period covered by the report with approved budget amount.
4. Participating National Laboratory(s) if applicable and National Laboratory staff members.
5. A brief description (abstract) of project goal and objective.
6. A brief (no more than 5 pages) description of accomplishments during the reporting period and their significance to the field and include any current or anticipated problems. This section may be presented in text, bullet, tables and figure form. Please use the format that you feel will best represent your accomplishments and results for the funding period in clear and accurate data. Figures in the report are encouraged. References may be outside the 5 page limit.
7. A brief description of planned activities for next year, which could be a few shot paragraphs or in bullet form, and no more than one or two pages. The report should state whether the aims have changed from the original application & if they have, provide revised aims.
8. A list of papers or patents (already published, in press, submitted) or other recognitions of the research in which DOE support is acknowledged.
9. A list of people working on the project –number of graduate and undergraduate students, postdocs, visitors, technicians, etc, and their progress during this funding period. Please indicate for each person whether they are receiving full or partial support under this award. In case of partial support indicate percentage of support.
10. An updated list of other support (current and pending, federal and non-federal.) For each, indicate the overlap, if any, and/or distinctiveness with the DOE-supported project. This could be brief – one or two sentences. One measure of success for DOE EPSCoR grants is evidence that the investigators are succeeding in competing for other sources of research support,
11. Cost status: Actual costs incurred by the date of the report, and projected unspent funds at the end of the current budget period. If the projected unspent funds for the end of the current budget period are greater than 10% of the annual funding increment, please explain why the excess funds are available, how you plan to reduce unspent funds during the course of the next year. For any cost-sharing, breakout by DOE share, recipient share and total costs. Please note that a completed budget page must be submitted with the continuation progress report when a change to anticipated future costs will exceed 25 percent of the original recommended future budget.