

**QUARTERLY PROGRESS REPORT OUTLINE
FOR
GULF OF MEXICO PROGRAM PROJECTS**

Grant/IAG No. _____

Principal Investigator: _____

GMPO requires the principal investigator of grants, cooperative agreements, and interagency agreements to submit to the Gulf of Mexico Program project officer a quarterly progress report. This report may be as brief as one page so long as all the requested information is provided. The items listed below should be addressed, as appropriate:

- a. What work was accomplished for this reporting quarter?
- b. What problems (or sources of error), if any, were encountered?
- c. If a problem was encountered, what action was taken to correct it?
- d. What work is projected for the new quarter activity?
- e. Is the project work on schedule?
 - (a) This quarter?
 - (b) For the project?
- f. Does the project funding rate support the work progress?
- g. What has been spent to date?
- h. Has a quarterly voucher been submitted for reimbursement? A copy should be attached to the quarterly report.
- i. Is there a change in principal investigator?
- j. If this is a multi-year project with multiple budget periods, has a request been submitted for a funding amendment?