

## 5. Guidelines for Written Progress Reports

Complete the CRB Progress Report Form and try not to exceed 2 pages. It may be necessary to condense the text and/or graphics but leave the horizontal lines which separate the sections. Printed page size must be standard 8-1/2 x 11 inches. Use the Times New Roman font in 11 point or 12 point.

The report should document progress and accomplishments made during the current funding period (October 1 through September 30). Restate the project objectives and milestones as discussed in the original funded proposal, and note and justify any revisions. Summarize the activities that were undertaken to accomplish each objective and explain why any planned activities or procedures were modified. Include comments on collaboration. Include data summaries and graphs as appropriate. Relate accomplishments to practical application in the industry.

*All Progress Reports and all Grant Proposals for continuing projects must refer to the CRB-assigned project number in the space labeled Project No. (Example: 5500-029).*