

Appendix 1 Progress Report Template

Project Title:			WYDOT Project Number:		Period: From: To:
Research Agency: Wyoming Department of Transportation 5300 Bishop Blvd., Cheyenne, WY 82009-3340 WYDOT Research Center 307.777.4182			Organizations and or collaborators who have been involved with this project.		Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Interim
Principal Investigator and all other individuals who have worked on the project (include ORCID number for each):			Percent Overall Work Complete		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule
Start Date	Comp. Date	Contract Days	Days Elapsed	Percent Time Used	Prepared By:
Funds Authorized		Funds Expended			
Total Project:	Current FY:	Total Project:	Current FY:	Quarterly:	

Activities and Accomplishments: The information provided in this section allows WYDOT to assess whether satisfactory progress has been made during the reporting period. Please be as detailed as possible, but try to keep your report to three to four pages in length, if possible.

1. What are the major goals and objectives of the project?
List major goals, milestones, target dates for important activities or phases of the project. Show actual completion dates or the percentage of completion. If goals have been revised from the last reporting period, list the revised goals and objectives.

2. Describe what was accomplished under these goals.
 - a) Major activities.
 - b) Specific objectives.
 - c) Significant results (both positive and negative).
 - d) Key outcomes and other achievements.
 - e) Goals not met.

3. What opportunities for training and professional development has the project provided?
If the research is not intended to provide training and professional development, state "Nothing to Report". Otherwise, describe opportunities for training and professional development, training activities, and professional development.

4. How have the results been disseminated to communities of interest?
Describe what results have been disseminated and in what manner, including publications, conference papers, and presentation.

5. What do you plan to do during the next reporting period to accomplish the goals and objectives? Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

6. List any products resulting from the project during the reporting period. Include in this list:
 - a) Publications, conference papers, and presentations.
 - b) Website(s) or other internet sites (List the URL).
 - c) Technologies or techniques.
 - d) Inventions, patent applications, and/or licenses.
 - e) Other products, such as data or databases, physical collections, audio or video products, software or NetWare, models, educational aids or curricula, instruments or equipment.

7. Impact:
 - a) How will this project impact WYDOT?
 - b) How will this project impact other agencies?

8. Changes to Scope of Work. Provide the following changes, if applicable:
 - a) Scope of work or objectives of the project.
 - b) Changes in key persons.
 - c) Disengagement from the project for more than three (3) months, or a twenty five (25) percent reduction in time devoted to the project.
 - d) The inclusion of costs that require prior approval.
 - e) The transfer of funds between line items in the budget.
 - f) The subawarding, transferring or contracting of work.
 - g) Changes in the approved cost sharing or match.

Signed :

Date: