### Quarterly Progress Report

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quarter Ending** Month  **Calendar Year** 20XX | | | | | | | | | |
| Project Title: |  | | | | | | | | |
| Date Submitted: |  | | | | | | | | |
| Schedule Status: (select one) | On schedule | | On revised schedule | | | Ahead of schedule | | Behind schedule | |
| RFP #: |  | | | | Task Order #: | | | |  |
| University/Research  Partner: |  | | | | Contract ID #: | | | |  |
| Principal Investigator(s): |  | | | | | | | | |
| Phone: |  | | Email: | | |  | | |
| Research Project Manager(s): |  | | | | | | | | |
| Authorization Date:  *Assistant Comm. Signature* |  | | | Project Start Date:  *Same as Authorization Date or date of letter to incur cost* | | | | |  |
| Original End Date: |  | | | Modified End Date:  Only use this when a time extension has been granted | | | | |  |

**TECHNICAL NARRATIVE**

**Section 1 Project Objectives & Abstract**

Project Objectives:

*[Summarize in paragraph or two the project objectives]*

Project Abstract:

*[Summarize in paragraph or two the problem, research approach and expected outcome]*

**Section 2 Project Progress Current Quarter**

Progress This Quarter:

*[Provide a narrative of what work was done,* ***per task****, during the* ***CURRENT*** *quarter here]*

List of Deliverables This Quarter:

*[List the deliverables submitted during the* ***CURRENT*** *quarter in the table below, along with the submittal dates]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Quarter**  List of Deliverables | | | |
| **Deliverable Title** | **Original Proposed**  **Due Date** | **Actual**  **Submittal Date** | **Explanation of Deviation b/t Proposed & Actual Dates** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Implementation & Training Activities This Quarter:

*[Summarize the work performed on implementation and training activities,* ***per task,*** *for the* ***CURRENT*** *quarter.]*

Problems & Recommended Solutions This Quarter:

*[Describe any problems encountered or anticipated this quarter that might affect the completion of the project within the time, scope, and fiscal constraints set forth in the contract, along with recommended solutions to those problems. NOTING DIFFICULTIES IN THIS SECTION DOES* ***NOT*** *CONSTITUTE A REQUEST TO MODIFY THE PROJECT. Requests for additional time, funding, or scope revisions must be submitted in a separate letter to the NJDOT Bureau of Research, Innovation & Information Transfer.]*

**Section 3 Proposed Progress Next Quarter**

Proposed Activities Next Quarter:

*[Summarize what work will be done,* ***per task****, during the* ***NEXT*** *quarter]*

|  |
| --- |
| **PROJECT BUDGET AND SCHEDULE OVERVIEW** |

**Overall Project Progress:**

**Total Project Duration: xx Months**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Budget** | **Total expenditures**  **to date** | **% funds expended** | **% work completed**  **to date** | **% time spent** |
|  |  |  |  |  |

**Current Programmed (TO) Year Status: Month 20XX to Month 20XX (Year 1, 2, etc.)**

*[In case research project in its first year, the dates should reflect the start and end date of the corresponding task order (TO).If applicable repeat this process for subsequent years]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programmed**  **Budget** | **Total expenditures**  **to date** | **% funds expended** | **% work completed**  **to date** | **% time spent** |
|  |  |  |  |  |
| **Tasks** | | **Programmed budget** | **Expended to date** | |
| 1 | |  |  | |
| 2 | |  |  | |
| 3 | |  |  | |
| 4 | |  |  | |
| Total | |  |  | |

**Current Quarter: # xx and Year 20xx**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks performed**  **in this quarter** | **Planned funds**  **for quarter** | **Expended funds**  **in the quarter** | **Funding carry over**  **to next quarter**  **(difference b/t planned and expended)** |
| Task # x, x |  |  |  |
| Total |  |  |  |

**Next Quarter: # xx and Year 20xx**

|  |  |  |
| --- | --- | --- |
| **Tasks to be performed** | **Programmed funds for quarter** | **Planned funds for quarter** |
|  |  |  |

**Approved by:**

**NJDOT Research Project Manager Date**