Please use the form below as an outline when compiling your Final Report**.** This report should link the work and activities completed during the project to the milestones expected for the project as outlined in the Project Grant Agreement.

Recipient Name: Click or tap here to enter text.

Project Number: Click or tap here to enter text.

Submitted by: Click or tap here to enter text.

Progress Report #: **Final Report**

Reporting Period Date(s): Click or tap here to enter text.

All required deliverables for this reporting period attached to this report (check all that apply):

 [ ] Project abstract (below)

 [ ] Final financial summary (Table 1)

 [ ] Supporting invoices and/or in-house documentation of expenses

 [ ] Other (if applicable, specify): Click or tap here to enter text.

**Project Abstract**

*Provide a description of the project in 1-4 paragraphs describing what has occurred over the course of the project, where the project took place, the application of results and identify any deliverables and/or recommendations for future work. Note: this abstract may be published on FRIAA’s website or used by FRIAA in the future.*

Click or tap here to enter text.

**Summary of Activities for the Current Reporting Period**

*Provide a summary of all activities that were completed for the final reporting period.*

Click or tap here to enter text.

**Estimate of Eligible Expenses to Date**

*Provide an estimate of all eligible expenses to date. Please provide a breakdown of expenses in Table 1.*

Click or tap here to enter text.

**Expense Claim Request**

*Indicate the total project expenses in comparison to the total granted amount. Outline if an expense claim is requested for the final reporting period and in what amount.*

Click or tap here to enter text.

Please use the Table below to outline the project expenses for the Final Report**.** This financial summary should describe the costs incurred during the final period and describe cumulative expenses previously reported, if applicable. The total expenses for this final reporting period should link to your expense claim request. **Please note that all reported expenses must have supporting invoices or documentation available for audit/review and submitted upon request .**

**Table 1. Description of Project Expenses in the Final Reporting Period.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Description** | **Amount of Eligible Expense** | **Amount of Ineligible Expense** | **Expense Paid?****(y or n)** |
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| **Sub-total** | Total expenses this reporting period |  |  |  |
| **Sub-total** | Cumulative expenses previously reported |  |  |  |
| **Total** | Total Project Expenses to Date |  |  |  |

**I verify that this is a true summary of project status to date (subject to estimates where applicable but identified as such) and acknowledge** **FRIAA may require the Recipient to provide it with further information at its written request**.

Name: Signature: Date: