Please use the form below as an outline when compiling your Progress Report**.** This report should link the work and activities completed during this period to the milestones expected for the reporting period 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 #: Click or tap here to enter text.

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):

Financial summary (Table 1)

Supporting invoices and/or in-house documentation of expenses

Other (if applicable, specify): 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 current reporting period.*

Click or tap here to enter text.

**Summary of Upcoming Activities in Progress for Next Reporting Period**

*Provide a brief explanation of any future activities for the next reporting period, whether these activities are on schedule with the expected milestones or any other relevant information.*

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 if an expense claim is requested for this reporting period and in what amount. If this is Progress Report 1 or there are no expenses to date, justify the requested amount (i.e. advance required for project start-up costs, or no expenses incurred to date).*

Click or tap here to enter text.

Please use the Table below to outline the project expenses for this Progress Report**.** This financial summary should describe the costs incurred during this reporting period and describe cumulative expenses previously reported, if applicable. The total expenses for this reporting period should link to your expense claim request. If there are no expenses to date, state this in Table 1.

**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 Current Reporting Period.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Description** | **Amount of Eligible Expense** | **Amount of Ineligible Expense** | **Expense Paid?**  **(y or n)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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: