**INTERIM REPORTS**

Interim reports will be used to inform the Alpha Foundation Technical Director or his or her designee(s) of research progress and accountability for project deliverables defined in the statement of work. In this capacity, these reports will also be used as a benchmark to assess overall performance and justification for payment of continuation of the effort and completed work.

Interim Reports shall be submitted semi-annually from the project start date as listed in the Grant Agreement. The required format for the Interim Reports is as follows:

**1.0 Cover Page** that provides the following information:

Grant Number and Title

Reporting Period

Organization Name

Principle Investigator

Contact Information (email, phone, fax)

**2.0 Progress Summary (recommended length 1-3 pages):** Provide a summary of objectives and research tasks that were planned and progress toward completion during this reporting period that is consistent with the proposal in Exhibit A or any approved changes thereto. Each research task should be addressed in simple language that provides a clear indication of progress to someone who may not be a technical expert in this field.

**3.0 Deviations and Corrective Actions (recommended length – as needed):** Provide a precise summary of deviations from the planned effort, why they occurred, and justification for why the new course or what corrective action is taken as a result of these deviations. Discuss the consequences and impact these deviations and corrective actions may have on completing the objectives of the research.

**4.0 Expenditures (recommended length not to exceed 1 page):** Document the expenditures as best as possible occurred during this reporting period. These should be addressed by research task and expressed both in terms of absolute dollars and percentage planned for the task. Justifications for over-expenditures greater than 10% of budgeted are required. Plans to complete the full scope of work within the remaining budget allocation should be clearly spelled out.

**5.0 Deliverables, Significant Milestones, and Impact Summary (recommended length as needed, typically 1 page):** A list of deliverables and significant milestones that were achieved during the reporting period should be documented. These should be consistent with the proposal in Exhibit A or any approved changes thereto and include publications; presentations; concept, technology, or model developments; significant test results, or completion of major laboratory or mine studies. The report should also clearly summarize the impact these have regarding the specific aims and achieving solution to issues addressed in the problem statement.