

**COLLABORATIVE GRANTS**

**PROJECT STATUS REPORT**

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| **Team 1: Award number \_\_\_\_\_\_\_/ Country \_\_\_\_\_\_\_\_\_****Team 2: (if applicable) Award number \_\_\_\_\_\_\_/ Country \_\_\_\_\_\_\_\_\_****Report Number: \_\_\_\_\_\_\_\_****Reporting Period Dates: \_\_\_\_\_\_\_\_\_\_**  |

**Instructions:**

Every six months from the effective date of the project Award Agreement, Principal Investigators are required to submit a Project Status Report. Please provide detailed comments in the sections below. In the case of a collaborative-team project, the report should be jointly prepared.

**Report Guidelines:**

* Limit the content of your report to **no more than two (2) typed pages.**
* Reports are **due within thirty (30) calendar days** after the close of each reporting period unless otherwise stipulated in the project Award Agreement.
* Email the report as a .doc or .pdf file to your Project Officer with subject line: *Project Status Report - Award # [team 1]/ [team 2 – if applicable]*
* For collaborative teams, only **one** Principal Investigator should email the report, while the other Principal Investigator should be clearly copied (“cc”) in the email message to indicate concurrence. **CRDF Global will not accept project reports submitted without clear concurrence from both Principal Investigators.**
* Please attach any **photos** of your work and/or field visits. This will be shared with the funder.

**\*\*Please note: this report does NOT represent a payment request/invoice. Teams should ensure that they or their authorized representative have submitted appropriate requests for payment in accordance with instructions from their CRDF Global Grant/Contract Officer.**

If you have any questions about the project status reports, please contact your respective Project Officer.

**Project Information**

1. **Milestone Report & Project Status- Describe the milestones that were proposed for this reporting period, whether they were achieved or delayed, and the associated deliverable(s). Please indicate how much was spent per site in this period and which milestone(s) was/was not met. Also note if there has been a change in scope to the original milestone plan:**

|  |  |
| --- | --- |
| **Reporting Period Milestone Plan** | **Responsible Team** |
| ***Reporting Period: <Insert>*** | ***Mark all that apply*** |
| Status: | Milestone: | Description: | Associated Deliverable(s): | Site Name | Site Name |
| *Complete Ongoing, Delayed, or Cancelled* | *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* |[ ] [ ]
|  |  |  |  |[ ] [ ]
|  |  |  |  |[x] [ ]
|  |  |  |  |[ ] [ ]
| Total Project Funds Spent for this Reporting Period: | $Total | $ | $  |

1. **Developments and Accomplishments:**
2. **Problems:**
3. **Future Plans:**
4. **Products or publications associated with this project:**

**\*If stated in the milestone plan that expenses were confirmed, have you submitted an invoice to CRDF Global?**

[ ] **Yes** [ ] **No**

**If No, at what date do you plan to submit an invoice?**