

This progress report is intended to provide a summary by grant aims of the progress that has occurred on this grant during the reporting period. This report is required for invoice payment. Questions? Contact your DOH Grant Manager directly, or email Research@flhealth.gov.

**QUARTERLY PROGRESS REPORT - Part 2**

**DOH Grant Number:**

**General Instructions:**

**(Reports that do not comply with these instructions will be returned for correction)**

1. Please complete all of the items as instructed. Do not delete instructions.

2. Do not leave any items blank; responses must be provided for all items.

3. If your response to an item is “None,” please specify “None” as your response.

4. All acronyms must be spelled out (first reference).

5. Avoid using personal pronouns and use terms such as “research staff” or “research project staff”.

6. There is no limit to the length of your response to any question.

7. Responses should be single-spaced, no smaller than 10-point type font.

8. Part 2 of this report must be completed and submitted using this Microsoft Word form. Once the report is complete, it may be saved to PDF for submittal with the quarterly deliverables.

9. All previous forms are replaced and will not be accepted. A financial consequence may be applied to any invoice that does not contain the current updated forms. See Terms & Conditions, Section 5.

10. Submitted reports must be signed by the Principal Investigator and the Sponsored Research Official (SRO).

11. Demonstration of significant progress is a major factor in the no-cost extension determination. Progress reports must clearly indicate progress toward, or completion of the grant aims, to include detailed administrative progress, graphs/images, data analysis or planning, written progress of results and conclusions specific to the quarter/period reported.

**Project Summary Details**

**6. Grant Progress Summary:**

Describe work performed, progress, challenges, delays, and issues for the reporting quarter. If available, present results and conclusions for any analyses conducted in the reporting quarter. Be sure to include relevant data and detail to demonstrate overall progress and work. There is no word limit on this section. However, there are page limit requirements for the number of pages that are allowed to be submitted with the invoice for payment processing. The DOH Grant Manager may submit only the first 6 pages of Part 2 (a total of 10 maximum pages) of the Quarterly Grant Progress Report for payment processing.

**(Enter Text here)**