

### **Progress Report:**

The progress report shall be due *at the end of the calendar year* in which funding is received. That is, progress reports shall be *received* by the Dean's office on or before December 31st of the funding year. The purpose of the progress report is to inform the Dean and the CAS Faculty Research Committee of the applicant's progress toward the project's ultimate goals, and to aid the Dean and Committee in making decisions for the subsequent funding period. As such, the progress report is somewhat informal. Progress reports should include the following elements:

1. description of work performed to date
2. description of funds spent to date
3. statement of any difficulties encountered
4. progress toward ultimate goal as stated in grant application