###### DOE Office of Indian Energy - Quarterly Progress Report

**Recipient Organization:** **[Name of Tribe or Tribal Entity]**

**Project Title:** **[Insert Project Title]**

**Covering Period:** [For example, October 1, 2019 to December 31, 2019]

**Date of Report:** [For example, January 30, 2019]

**Award Number:** **[Insert Award No. DE-IE00000XX]**

**Project Manager:** [Name, address, telephone, email address]

**Business Contact:** [Name, address, telephone, email address]

**Partners:** [List names of all participants doing work on the project and identify cost-sharing partners.]

**DOE Project Officer:** [Name, address, telephone, email address]

**GO Project Monitor:** [Name, address, telephone, email address]

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**1. Project Objective:** [Write a brief description (two or three sentences) of the overall project objectives. This Objective should not be updated for the life of this award.]

**2. Background:** [Outline the reason(s) for the project; the issues being addressed, and a brief summary of work completed in prior projects. This Background does not need to be updated for the life of this award.]

**3. Publications / Presentations:** [List all publications and presentations made for industry or government groups related to this project. Add to this list as needed.]

**4. Progress in Past Quarter and Current Status:** [Include the activities performed during the reporting period, and identify any issues or concerns related to tasks, schedule or budget. Progress should be reported relative to the approved tasks identified in the Statement of Project Objectives.]

**5. Plans for Next Quarter:** [This section should identify activities to be performed during the next quarter.]

**6. Changes/Problems:** [Describe any changes in approach, problems or delays encountered, and impacts on expenditures.]

***Any supplemental information (e.g., interim reports, photographs, articles, publications, newspaper articles, etc.) can be sent directly to the Project Officer.***

Complete the Task Schedule table below based on the approved tasks identified in the Statement of Project Objectives (SOPO). For all tasks, add delayed and completion dates, percent completed, and notes as needed.

| **Task Number Per Statement of Work** | **Title or Brief Task Description** | **Task Completion Date** | | | | **Progress Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| **Original Planned** | **Revised Planned** | **Actual** | **Percent Complete** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

To complete the Spending Schedule table, double-click the table to activate. Once in the table it can be completed as an Excel worksheet. **Do not fill out cells that are greyed-out** as those cells are calculated.

1. Approved Budget column should include your approved project budget per SF-424A. The approved budget should not change, unless amended under a formal modification to your grant agreement.
2. Cumulative to Date column should be updated to reflect expenditures to date.
3. Remaining Budget column is a calculated column and will auto-populate.

