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| **SECTION A: PROJECT INFORMATION** | | | | |
| **Project Title:** | | | **Project Number:** | |
| **Interim Report accompanies each invoice.**  **Period Cover by Report:** | | **Interim Report:** | | **Final Report:** |
| **Project Lead (Name, Title, and Organization)** | | | | |
| **Mailing Address:** | | | | |
| **Phone:** | **Email:** | | | |

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| **SECTION B: SUMMARY OF WORK COMPLETED** |
| **Project Progress:**   * Summarize project progress for the period covered by this *interim* report. * OR summarize *final* project, since the project commenced. * Highlight key milestones as listed in the original project proposal and explain how they have been accomplished. * Explain any deviations from the original project proposal. * Provide revised milestones if necessary. * Describe any technology and knowledge transfer activities that have taken place in this fiscal year (publications, workshops, presentations, reports, etc.) |

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| **SECTION C: SUMMARY OF EXPENDITURES** |
| **Description of eFRI Funds Spent: The Forestry Futures Trust Committee requires confirmation that funds are being spent as outlined in the project budget.**   * Present the current yearly expenditures on the two spreadsheets provided in the Section E: Project Financial Tracking document. * Provide additional description of how funds were spent, (i.e., number of people employed (person days), conferences attended, workshops and publications, etc.) * Provide a brief summary of any significant deviations from planned project expenditures, reasons for differences and implications for the project. |
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| **Description of In-Kind Contributions:**   * Present the current applicant contributions using the provided Financial Tracking form, * Explain any deviations from planned in-kind contributions. * Provide an update on new partnerships (if any). |

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| **SECTION D: DECLARATION** | | |
| I hereby certify that the above is a true and accurate report of work completed during the reporting period noted on page one of this report. | | |
| **Project Lead Authorization:** | | |
|  |  |  |
| Name and Title (Print) |  | Institution |
|  |  |  |
| Authorized Lead Signature |  | Date |
| **Institution Authorization (university, college, company etc):** | | |
|  |  |  |
| Name and Title (Print) |  | Institution |
|  |  |  |
| Authorized Institution Signature |  | Date |