**Instructions and Template for Research Quarterly Progress Reports (QPRs)**

**Introduction**

* The quarterly progress report provides a ***brief*** summary of the work performed over the quarter.
* **Use the format provided here.**
* Provide updates of work performed during the ***previous quarter***. If you have additional information to report, such as literature reviews, pictures, charts, graphs, figures, equations, data analyses, etc., ***please attach them as a separate file (appendix)***
* Per the Master Agreement, please submit a QPR within 10 business days **after the end** of each quarterly period:
	+ Quarter 1: September 30th
	+ Quarter 2: December 31st
	+ Quarter 3: March 31st
	+ Quarter 4: June 30th
* Submit the QPR via email to the following email address: The assigned NCDOT Research Project Manager and research@ncdot.gov in MS Word format.
* Invoices are required to be submitted to the assigned NCDOT Research Project Manager and research@ncdot.gov for all subcontracts within 30 days after the end of the quarter. Please include an \* for each subcontract indicating that the subcontract is an estimate on the QPR if the subcontract invoice amount is unavailable at the time of QPR submittal.

**Section 1. Project Work Progress Summary:**

The table provides a brief overview of the current status of efforts and scheduling of all project tasks. Numerically list every task included in the project authorization. Include a brief description of each task. List the percent of effort for each task as a component of the projects total effort (please note that this column should sum to 100%, and include whole numbers only). Indicate the cumulative percent complete for each individual task. Include the dates for each task as listed in the table’s column headings.

**Section 2. Budget Summary:**

The budget table lists five columns, the first two columns (budget item and budget item total cost) should be the same as was approved in your project authorization document. The third column should list the amount of budget that has been spent for the ***current quarter only*** for each individual budget item. The fourth column should list the ***cumulative budget*** (sum total) spent for every quarter since the start of the project for each individual budget item. The last column only needs to be completed for the budget subtotals, indirect costs and final total. The cumulative percent spent is column four divided by column two, rounded to the nearest whole percent. ***If any project travel was conducted during the quarter, you must submit receipts for the travel with your QPR.*** Please attach scanned copies of the receipts at the end of the QPR.

***Please do NOT substitute printouts from your fiscal office in lieu of the budget table.***

Below the budget table are two drop down boxes, one for overall project schedule, and one for the overall project budget. Select from the drop down menu whether the project is progressing on schedule as agreed upon. Select from the drop down menu whether the project is on budget as agreed upon in the project authorization.

**Sections 3 through 6:**

For sections three through six, complete each section describing the research activities separately for each task. Please indicate the task number, task title, and a brief description of each task.

**Section 3: Executive Summary**

Section three is for the researcher(s) to provide a ***brief*** description of activities performed during the previous 90 days. The description should include activities conducted that satisfy the requirements agreed upon in the project authorization. Refrain from including literature reviews, pictures, charts, graphs, figures, equations, data analyses, etc. in this section. Supporting evidence should be included in a separate appendix document.

**Section 4. Problems and Deviations Encountered this Quarter:**

If any problems, issues, or deviations from the planned work activities occurred during the quarter, indicate those here. Describe the specific nature of the problem encountered, any effects on the planned work schedule and/or budget (increases/decreases), and actions that have been or will need to be taken to correct the issue. Please indicate if the research office or the committee chair can further assist with or expedite the remedying of these issues.

**Section 5. Work Planned Next Quarter:**

This section is for the researcher(s) to provide a ***brief*** description of upcoming research activities planned/anticipated for next quarter. Include the planned utilization of any NCDOT personnel and/or resources that will need to be made available to complete each task.

**Section 6. Problems and Deviations Planned Next Quarter**

If any issues, problems, or deviations are anticipated during the next quarter, please list those. Describe the specific nature of the anticipated problem, effects it is expected to have upon the projects work schedule and/or budget and actions to be taken to correct the issue. Indicate if the research office or the committee chair can assist with or mitigate the anticipated issue(s).

**note: please do not include these instructions with your QPR submittal!**

**Quarterly Progress Report**

Date of Report*: (month, day, year)*

Calendar Quarter ending: *(month day, year)* **Research Project No.**  2YYY-NN

Contract Start Date: *(month day, year)* Contract Expiration Date *(month day, yr.)*

**Project Title:** *(title)*

Research Team: Steering and Implementation Committee:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter Name | Principal Investigator |  | Enter Name | Chair |
| Enter Name | Other Investigator |  | Enter Name | Research Engineer |
| Enter Name | Post-Doctoral |  | Enter Name | Member |
| Enter Name | Graduate Student |  | Enter Name | Member |
| Enter Name | Undergraduate Student |  | Enter Name | Member |
| Enter Name | Technician |  | Enter Name | Member |
| Enter Name | Etc… |  | Enter Name | Member |
|  |  |  |  |  |
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**Section 1. Project Work Progress Summary:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No.** | **Abbreviated Task Title** | **Task as a percent of Total Project Effort** | **Cumulative Percent of Task Completed** | **Scheduled Task Start Date** | **Actual or Planned Task Start Date** | **Scheduled Task Completion Date** | **Actual or Planned Task Completion Date** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| i |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |

**Section 2. Budget Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **Total Contract Budget** | **Current Quarterly Expenditures** | **Cumulative Expenditures** | **Cumulative Percent Spent** |
| **1A. Personnel Salaries / Wages (itemized by individual)** |
| (PI first, last name) |  |  |  |  |
| (Co-PI first, last name) |  |  |  |  |
| (Stu 1 first, last name) |  |  |  |  |
| **Subtotal 1A:** |  |  |  |  |
| **1B. Personnel Fringe Benefits (itemized by individual)** |
| (PI first, last name) |  |  |  |  |
| (Co-PI first, last name) |  |  |  |  |
| (Stu1 first, last name) |  |  |  |  |
| **Subtotal 1B:** |  |  |  |  |
| 1. Subtotal: Personnel (1A + 1B) |  |  |  |  |
| 2. Contracted Services |   |   |   |   |
| 3. Supplies and Materials |   |   |   |   |
| 4. Domestic Travel |  |  |  |  |
| 5. Current Services |   |   |   |   |
| 6. Fixed Charges |   |   |   |   |
| 7. Tuition |   |   |   |   |
| 8. Subcontracted Services |  |  |  |  |
| **Subtotal (Items 1-8):**  |  |  |  |  |
|  **Indirect Costs** |  |  |  |  |
| **Totals:** |  |  |  |  |

**Overall Project Schedule Status:** Choose an item.

**Overall Project Budget Status:** Choose an item.

**Section 3. Executive Summary:**

Task 1: *(Task Title)*

*(Summary of Progress****)***

Task i: *(Task Title)*

*(Summary of Progress****)***

Task n: *(Task Title)*

*(Summary of Progress****)***

**Section 4. Problems and Deviations Encountered this Quarter:**

Task 1: *(Task Title)*

 *Issue A:*

 *Issue B:*

Task i: *(Task Title)*

 *Issue A:*

 *Issue B:*

Task n: *(Task Title)*

 *Issue A:*

 *Issue B:*

**Section 5. Work Planned Next Quarter:**

Task 1: *(Task Title)*

*(Summary of Work Planned)*

Task i: *(Task Title)*

*(Summary of Work Planned)*

Task n: *(Task Title)*

*(Summary of Work Planned)*

**Section 6. Problems and Deviations Planned Next Quarter**

Task 1: *(Task Title)*

 *Issue A:*

 *Issue B:*

Task i: *(Task Title)*

 *Issue A:*

 *Issue B:*

Task n: *(Task Title)*

 *Issue A:*

 *Issue B:*