**[Insert project title here] Progress Report**

**Instructions**: Please remove any explanatory text and replace with your input to the report.

**1. General Information**

Project Title:

PI/co-PI names and institutions:

Report Year (Progress Report Fiscal Year or Final Report):

Grant # (if available -- “NA…”):

**2. Main goals of the project, as outlined in the funded proposal**

Bullet-style list.

**3. Results and accomplishments**

[Lead PIs of projects involving multiple investigators should consolidate reports from contributing PIs and submit a single report for the project.]

4 pages max of 12 pt font text, not including figures.

Results and accomplishments described should be limited to the current funding period and should explicitly link back to the stated tasks and goals of the project.

You are highly encouraged to include key figures to illustrate achievements. Please try to include figures in-line.

Final reports should be comprehensive, covering the entire project duration.

For final reports, the lead PI should include a pithy statement summarizing the key outcomes, advances, and achievements of the entire project, inclusive of all contributing institutions and investigators. This statement should be <300 words.

**4. Highlights of Accomplishments**

Bullet-style summary list of the 3-5 top accomplishments from the reporting period.

Half page max pf 12 pt font text

**5. Transitions to Applications**

Describe any transitions into applications (e.g., operations, real time production, or applied products) in the report year, including the transition recipient.

**6. Estimate of current technical readiness level of work**

Discuss state of work in context of NOAA technical readiness levels defined in the PI guidance document or the [NOAA Administrative Order on Transition](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-105B.html).

**7. Publications from the Project**

Authors, Year: Title. Journal name and specifications/status.

PIs may include papers in preparation/press, etc.

**8. High Performance Computing Use**

If you used CPO-provided NOAA HPC resources in the reporting year, please describe what was accomplished with the resources and how the HPC furthered your project goals in the performance year. Please also describe expected use of HPC systems in the following fiscal year, if applicable.

**9. PI Contact Information**

**10. Budget for Coming Year**

**11. Future Work**

Please describe project activities in brief for the coming year and also note whether any transitions to applications (e.g., operations, real time, or applied products) are expected in the coming year, including transition recipient.