

Internal Grants Program

Progress Report Template

# The Internal Grants Program *Progress Report* is a tool for assessing the status of projects that have been recently awarded with Office of Research and Scholarship, the Office of Academic Affairs, and the President’s Office support. Please complete this document and email it to [research@uttyler.edu](mailto:research@uttyler.edu).

**Name of the PI:** Click or tap here to enter text.

**Co-PI Names (if applicable):** Click or tap here to enter text.

**Project title:** Click or tap here to enter text.

**Project start date:** Click or tap here to enter text.

**Award amount:** $Click or tap here to enter text.

**Amount spent to date:** $Click or tap here to enter text.

**Is your project proceeding in accordance with timeline submitted in proposal?**  Yes No

**If no, please describe any issues you are experiencing in meeting the timelines:** Click or tap here to enter text.

**Do you anticipate needing an extension of time to complete your project?** Yes No

**If yes, please enter the number of additional months that you will need to complete the project and explanation of need:** Click or tap here to enter text.

Signature of PI Date