Elements that Research Project Progress Reports Should Address

Progress reports for OJJDP-funded research projects should address the following information from the [Research Performance Progress Report](https://nsf.gov/bfa/dias/policy/rppr/format_ombostp.pdf):

**Introduction to Report:**

* Federal agency and organization element to which the report is submitted.
* Federal grant or other identifying number assigned by the agency.
* Project title.
* PD/PI name, title, and contact information (email address and phone number).
* Submission date.
* Project/grant period (start date, end date).
* Reporting period end date.
* Report term or frequency (annual, semi-annual, quarterly, special, or other).
* Current IRB approval/renewal/modification, and expiration date (Submit the associated approval letters, submission materials, and description of the changes as a special report in GMS if renewed or modified during the reporting period).

**Goals and Accomplishments:**

* What are the major goals and objectives of this project?
* What was accomplished under these goals?
* What opportunities for training and professional development has the project provided?
* How have the results been disseminated to communities of interest?

**Products/Deliverables:**

* What has the project produced? (Attach copies, as applicable)

**Participants and Other Collaborating Organizations (if applicable):**

* Who (individuals) has worked on the project?
* What other organizations have been involved as partners?
  + Organization name.
  + Location of organization.
  + Partner’s contribution.
* Have other collaborators or contacts been involved?

**Impacts or Contributions to the Field:**

Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the project.

**Changes/Problems and Solutions:**

* Changes in approach and reasons for change.
* Actual or anticipated problems or delays and actions or plans to resolve them and a modified timeline, when appropriate.
* Changes that have a significant impact on expenditures.
* Changes to key staff.

**Next Steps:**

* What do you plan to do during the next reporting period?