# Sample Status Report

# Project Title

# Agreement #

***Date (either due date or actual date)***

**Project Overview**

Brief Outline

**Technical Status**

Briefly identify technical progress made, including major accomplishments. Highlight evidence of value (return on investment, savings, cost avoidance, TRL increase, etc.) as a result of this project. Include both actual savings/cost avoidance realized and potential savings/cost avoidance that can be estimated in quantifiable terms. Describe any problems or issues the project team is currently experiencing with regard to technical progress.

**Schedule**

Report on project progress relative to the planned schedule, identifying any issues that put the project at risk in terms of schedule. If none simply indicate the project is proceeding on schedule.

**Business Status**

Identify any problems or issues regarding project funding, invoicing, etc. Indicate subcontracting issues, if any, with team members, and/or any changes to the level of participation by team members/project participants as proposed in the original whitepaper and/or as indicated in the Statement of Work.

Any cost share resulting from this effort will be reported at the end of the project as part of the close out process; cost share need not be reported in the interim status reports. A company representative authorized to sign financial certifications must certify cost share when it is reported at close-out.

**Issues**

* XXXX
* XXXX

**Near-Term Plans**

* XXXX
* XXXX