

Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative

REPORTING & INVOICING REQUIREMENTS

CONTACTS:

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REPORTING OVERVIEW:

Compliance with these reporting requirements is essential to ensure that research projects funded by the Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative (AYK SSI) are meeting their objectives. Semiannual Progress Reports and Final Products are the principle record of what has been accomplished with AYK SSI research funds, so it is imperative that all documents:

- Clearly describe the extent to which project objectives have been achieved;
- Meet normal scientific standards of completeness and detail that permit an independent scientific reader to evaluate the reliability and validity of the methods, data, and analyses; and
- Ensure all data gathered (including meta-data) are made accessible.

Semiannual Progress Reports and Final Products will be posted to the AYK SSI website as part of our efforts to ensure that the results of our research are available to the research community and public in a timely manner.

SEMIANNUAL PROGRESS REPORT:

The purpose of the Semiannual Progress Report is to provide a brief status report that describes the project accomplishments to date, and identifies delays--or barriers to--achieving the project objectives as well as the financial implications of such delays or barriers. As such, these reports provide a narrative of progress made at each stage of your research and **will be used to assess performance, and achievement of milestones and scientific objectives when considering extension requests, reviewing final reports and evaluating future proposals.**

Semiannual Progress Reports are due twice per year beginning with the first **July 30** or **January 30** after the project start date, **for the January – June and July – December periods**, and then every 6-months

thereafter until the project is completed. If the initial report comes due before substantial progress has been made, simply note that in your initial report.

Principal Investigators (PIs) are to use the required AYK SSI Semiannual Progress Report template (Attachment A). Submit your report to the AYK SSI Program Manager.

Semiannual Progress Reports will be posted on the AYK SSI website and are what the AYK SSI Steering Committee (SC) and Scientific Technical Committee (STC) members, the public and other researchers will see as representative of your research and its quality.

COMPLIANCE REVIEW of SEMIANNUAL PROGRESS REPORTS:

AYK SSI staff will review Semiannual Progress Reports within one month of submission to AYK SSI.

As stated in the signed Contract for all projects, any material change to the Scope of Service or Objectives requires prior AYK SSI approval. Likewise, any change to your Budget which exceeds 10% of Total Project Costs requires AYK SSI approval.

Requests to amend the project (Scope of Service, Objectives or Budget) shall be made, with submission of a Project Change Request (Attachment B) by email notification to the AYK SSI Program Manager.

INVOICING REQUIREMENTS:

The Contract Recipient shall submit invoices to the AYK SSI no more than monthly and no less than quarterly. Regular invoicing is required. Allowing long periods between invoices may result in delayed payment processing. The Contracting Entity may require submittal of back-up documentation for expenses listed on an invoice. If a request for back-up documentation is made, the Contract Recipient will have 30 days to fulfill the request.

Invoices shall be submitted in a one-page format and shall include no less than the following information:

1. Contract Number
2. Period covered by this invoice
3. Total Contract Amount
4. Total expenditures to date
5. Total expenditures in this period
6. Balance due to Contract Recipient
7. A spreadsheet of the expenses, categorized by line item per the budget table above, representing the total expenditures to date on the invoice, **MUST** be attached to the invoice. The spreadsheet shall identify the vendor, amount paid, date paid, and memo regarding the expense.

All invoices must be courtesy copied to the PI. The Contracting Entity will contact the PI, via email, seeking confirmation that all expenses outlined in the invoice are accurate prior to payment. Original documents are not necessary for approval.

Invoices shall be emailed to the AYK SSI Program Manager, faxed to 907-258-6688, **OR** mailed to the address provided on the first page of this document.

DO NOT DUPLICATE SUBMITTALS – i.e. do not email and then fax your invoices.

Contract Recipient may shift up to 10% of the funds between non-indirect line items without prior approval from the Contracting Entity. The amount of change between line item(s) may not exceed 10% of either the original or the revised Total Project Costs. Requests to shift funds in excess of 10% shall be made by email notification to the AYK SSI Program Manager.

A full final accounting of the total expenditures (one report identifying all expenses from beginning to end) shall be submitted on or prior to thirty days after project completion to AYK SSI.

The final accounting report shall be emailed to the AYK SSI Program Manager, faxed to 907-258-6688, **OR** mailed to the address provided on the first page of this document.

Organization-wide audits shall be performed in accordance with 15 CFR Part 29b, "Audit Requirements for Institutions of Higher Education and Other Nonprofit Organizations." This audit shall be submitted to AYK SSI in accordance with Federal Government auditing standards.

FINANCIAL STATUS REPORT:

As stated in Invoicing Requirements above, the Contract Recipient shall submit invoices to AYK SSI no less than quarterly. If the Contract Recipient has not submitted invoices by the end of each quarter, it will be required to submit a Financial Status Report (Attachment E). The AYK SSI Program Manager will notify you if this becomes necessary.

PROJECT CHANGE REQUEST:

Any change to the Scope of Service, Objectives or Budget (exceeding 10%) requires AYK SSI approval. Requests to amend the project shall be made, with submission of a Project Change Request (Attachment B), by email notification to AYK SSI Program Manager.

FINAL PRODUCT:

The Final Product serves as the principle record of what has been accomplished with AYK SSI research funds. As such, this product must comprehensively address each objective as listed in the project's proposed objectives, and relate them to a complete description of the project's findings.

PIs are required to submit an AYK SSI Final Product using one of the two formats described below, as selected by the PI (PI must choose between Option A or B). The templates for Option A and Option B are provided as Attachment C. The Title Page is provided as Attachment D.

Option A: If you plan to submit a Manuscript/Agency Report

The AYK SSI encourages investigators to publish the results of their work in peer-reviewed journals. This option allows investigators to use a journal manuscript format or an established agency format (ADF&G, NMFS, USFWS, USGS, NPS, BIA) to satisfy a large portion of the Final Product writing requirements.

OR

Option B: If you do not plan to submit a Manuscript/Agency Report

This option provides clear and complete guidelines for preparation of a Final Product in the AYK SSI format.

NOTE: Both formats require use of the AYK SSI Final Product Title Page.

SUBMISSION of FINAL PRODUCT:

The PI is responsible for the production and submission of the Final Product. The PI shall submit two paper copies and one electronic copy of the Final Product within 60 days of project completion. Submit your Final Product to the AYK SSI Program Manager.

If the Final Product (i.e., peer-reviewed publications, etc.) will not be available until a date later than 60 days from the end of the project, the PI is required to provide the AYK SSI Program Manager with an estimate of when they will be available.

REVIEW of FINAL PRODUCT:

1. Within six weeks of receipt, AYK SSI staff will complete a review of the Final Product to ensure that project objectives have been met and that the document conforms to AYK SSI reporting requirements.
2. If the Final Product significantly deviates from AYK SSI reporting requirements (e.g., missing or incomplete sections), staff will provide a list of deficiencies to the project PI to guide a revision. If it cannot be determined from the document whether the objectives have been met, this deficiency shall be noted to the project's PI and the document returned for revision.
3. If the project's objectives have not been met, the Final Product will be forwarded along with a summary of staff comments, to the STC for review, comment and recommended action.
4. PIs will be asked to make modifications to address deficiencies identified by the AYK SSI and be required to resubmit their Final Product for final acceptance (as above: two paper copies and one electronic copy of the revised document).

Upon acceptance of the Final Product, AYK SSI staff shall notify the PI in writing, and the remaining 10% of the total contract amount will be paid.

FINAL PAYMENT in conjunction with the Final Product /Delinquent Reports:

Pending submission and approval of the Final Product, 10% of the total contract funds will be withheld. If any reports or the Final Product are delinquent, PIs and/or their organizations will not be considered for additional AYK SSI funding until all delinquent reports, products and data have been submitted and accepted as final.

PROJECT DATA SUBMISSION, ACCESS and STORAGE:

Data collected with funds from AYK SSI are considered public information, and accessibility to other researchers and the public, when requested, is an important component of the AYK SSI research program. It is also important that PIs have first opportunity, within a reasonable time period, to analyze and publish the

results of their research. There are two components of AYK SSI data reporting: project data summary and full project data resulting from the research.

1. **Project Data Summary:** A summary of the data collected during the project shall be included as a part of the project's Final Product in order to preserve the opportunity for other researchers and the public to access these data in the future. The summary shall: (1) provide a complete metadata description ("data about data") in a format compliant with the Federal Geographic Data Committee (FGDC) standards (see [FGDC standards link](#)) and/or the AYK SSI Research Coordinator will provide data information sheets to help the PI to encapsulate this information; (2) indicate the format of the available data collections; (3) identify the archive in which the data will be stored, or the custodian of the data (including contact name, organization, address, phone/fax, email, and web address--if applicable--where data may be acquired.) If the PI does not have access to an established appropriate data archive in which to store data, the AYK SSI Research Coordinator will work with the PI to access and archive data with the AYK SSI.
2. **Full Project Data:** We encourage data from routine research activities (data which do not require processing or manipulation) to be available regularly and in real or near-real time. The PI retains exclusive publication use of the data and developed models during the first year after the project's Final Product has been accepted. Full project data, including a data summary and full metadata in the format described above, will be available to other users after that period. **An electronic copy and two paper copies of complete project data will be submitted to the AYK SSI along with the Final Product.** As a condition of the project Contract, it is required that all data requests by other researchers and the public be fulfilled in a timely manner.

DATA CITATION POLICY:

Following academic courtesy standards, PIs publishing manuscripts in open literature, including refereed scientific journals, or making other public presentations, will acknowledge that the research was conducted with AYK SSI funding. Acknowledgement sections should include a statement comparable to the following: *This project was funded by the Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative <<http://www.ayk.ssi.org/>>.*

Attachment A
AYK SSI Semiannual Progress Report

AYK Sustainable Salmon Initiative
SEMIANNUAL PROGRESS REPORT
Instructions and Template

Semiannual Progress Reports are due twice per year beginning with the first **July 30** or **January 30** after the project start date, **for the January – June and July – December periods**, and then every 6-months thereafter until the project is completed. If the initial report comes due before substantial progress has been made, simply note that in your initial report.

Semiannual reports will be posted on the AYK SSI website and are what the Steering Committee and Scientific Technical Committee members, the public and other researchers will see as representative of your research and its quality. These reports also provide a narrative of progress made at each stage of your research and **will be used to assess performance and achievement of milestones and scientific objectives when considering extension requests, reviewing final reports and evaluating future proposals.**

Semiannual Progress Reports may also be used when considering any project compliance issues that may arise. Please refer to AYK SSI's Reporting & Invoicing Requirements.

NOTES

What to Include? Please follow the format on the following pages. Reports that do not follow this format will be returned for revision.

How Long a Report? Reports should be 2-5 pages in length, depending on the scope of your project and progress made during the reporting period.

Where to Send? Email your report to the AYK SSI Program Manager Katie Williams (katie.williams@bsfaak.org), using the subject line format: *AYK SSI Project ### Progress Report*

Questions? Please contact katie.williams@bsfaak.org with any questions about report content or scheduling.

**If progress reports are delinquent,
current and subsequent invoices will not be paid
until the report is received.**

AYK Sustainable Salmon Initiative SEMIANNUAL PROGRESS REPORT

I. PROJECT INFORMATION

AYK SSI Project Number:	10xxx
Title:	Project Title
Project Start/End Dates	January 1, 2011 – December 31, 2011
Contract Amount	\$ (total amount of funding)
Report Period	January 1 to May 31, 2011
Report Submission Date	(Please state the actual date you submit the report, not the due date)
Lead Author of Report*	Lead Author

**Although there may be only one lead author of the report, all PIs and co-PIs of the project, as identified in the approved Contract and listed below, are responsible for the content of the Semiannual Progress Report in terms of completeness and accuracy.*

Principal Investigator(s), Co-Principal Investigators and Recipient Organization(s):

Include name(s) and email contact information

PI Name, PI Email

Co-PI Name, Co-PI Email

Organization

II. PROJECT OVERVIEW

a. Briefly (4-5 sentences) describe both the research purpose and the underlying need for this research.

Include sufficient detail for readers to get acquainted with the project without having to refer to your proposal.

This “Project Overview” section should remain the same throughout the project. The objectives and timelines reported in this section should match the proposal approved for funding by AYK SSI. If there are discrepancies between the objectives or timeline presented in the approved proposal and those listed in this progress report, an explanation and justification for those discrepancies are required. As stated in the signed Contract for all projects, any material change to the Scope of Service or Objectives requires prior approval by AYK SSI. See AYK SSI Reporting & Invoicing Requirements.

Project Overview

b. State your hypothesis(es).

Hypothesis

c. List the objective(s) of the research project, exactly as approved by the AYK SSI.

Please list objectives, rather than include them within a paragraph.

Objectives

d. Provide the timeline and milestones for the entire project.

This should be excerpted from your Contract, and updated as necessary.

Timeline & Milestones

III. PROGRESS SUMMARY

a. Describe report period progress.

Please provide a narrative of your activities and accomplishments during this reporting period only, being as clear and concise as possible. Organize this section by the objectives you listed above, using separate paragraphs for each objective.

Include samples collected, data analysis completed, any significant equipment purchased, etc.

If no progress was achieved on a particular objective during this reporting period, state why and, if applicable, describe how you plan to address the objective in the future.

Progress

b. Describe preliminary results.

Please describe any preliminary results for this project, including tables and figures where appropriate. If no preliminary results are available, state why (e.g., "The first period of data collection has only recently been completed and data analysis has not yet begun.")

Results

c. Describe any concerns you may have about your project's progress.

Indicate if any problems have arisen which have hindered, or may hinder, progress towards accomplishing objectives. Please summarize the problem, tell us how it is being addressed, and describe the impact of the problem on the scientific integrity and timeline of the project.

If no problems were encountered during this reporting period, provide a clear statement to that effect. Accurate descriptions of project concerns, or lack thereof, will be taken into account when considering project extension requests.

Concerns

d. Poster and oral presentations at scientific conferences or seminars

Please tell us about any scientific presentations related to this project.

Presentations

e. Education and outreach

Provide a brief description of any education and/or outreach activities related to this project. AYK SSI does not consider scientific posters or oral scientific presentations at scientific conferences as education and outreach activities.

If you have any digital photos or other electronic media (e.g., video) of your research activities, please note it in the report and then submit files with this report.

Education & Outreach

IV. PROGRESS STATUS

Given the progress made during the current reporting period described above in the “Progress Summary,” provide a brief (4-5 sentence) assessment of how you feel your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline.

Overall Progress

Tell us what you expect to do during the next six months to move your project towards successful completion.

Progress Expectations

V. EXPENDITURES TO DATE

\$(Total Expended of \$Total Contract Amount

Report only the total funds expended to date and the project’s direct funding (e.g., “\$8,453 of \$15,200”).

**Attachment B
AYK SSI Project Change Request**

AYK SSI
Project #:

AYK SSI PROJECT CHANGE REQUEST

Date of Request:

Project Title:

Principal Investigator(s):

Contract Recipient:

Email:

Phone:

Project Start and End Dates: (e.g., January 1, 2011 – December 31, 2011)

BUDGET CATEGORY	Approved Budget	Expenses to Date	Current Balance	Revised Budget	Revised Balance
Personnel			\$ -		\$ -
Travel			\$ -		\$ -
Contractual			\$ -		\$ -
Supplies			\$ -		\$ -
Equipment			\$ -		\$ -
Subtotal Direct Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect			\$ -		\$ -
TOTAL PROJECT COSTS	\$ -	\$ -	\$ -	\$ -	\$ -

JUSTIFICATION for CHANGE

Please address: 1. What changes have happened that warrant a revision to the signed Contract Scope of Service, Objectives or Budget; and
2. How the Objectives of the project will be benefited from a revision in funds toward the pertinent Budget Category.

Attachment C
AYK SSI Final Product Format

AYK Sustainable Salmon Initiative
FINAL PRODUCT FORMAT

Option A: IF A MANUSCRIPT/AGENCY REPORT IS SUBMITTED

I. AYK SSI TITLE PAGE:

This page lists the project title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). Use AYK SSI Title Page Template (Attachment D).

II. ABSTRACT:

Provide a one-paragraph abstract (journal style) that encompasses all the work conducted related to the project. If several manuscript drafts are submitted, summarize findings in each of the manuscript drafts within the one-paragraph abstract.

III. PRESS RELEASE:

Provide a press release pertaining to the results of your project and potential applications of your results that would capture the interest of AYK salmon fishers, community residents, or fishery managers. Press release should not exceed 500 words.

IV. PROJECT EVALUATION:

A summary statement should be added to the front of the document that compares the original proposal to what has been accomplished. This statement should: (1) describe the extent to which each of the project goals and objectives were attained; (2) indicate any problems encountered which may have affected completion of the original objectives; and (3) describe how these problems were resolved or addressed. Reference all manuscript drafts to this statement.

V. DELIVERABLES:

List deliverables resulting from the project, including Semiannual Progress Reports, data sets, database systems, workshop reports, networking meetings, oral or poster presentations, and submission of journal papers. Explain how the project results have been, and will be, disseminated.

VI. PROJECT DATA SUMMARY:

A summary of the data collected during the project shall be included as a part of the project's Final Product in order to preserve the opportunity for other researchers and the public to access these data in the future. The summary shall: (1) provide a complete metadata description ("data about data") in a format compliant with the Federal Geographic Data Committee (FGDC) standards (see [FGDC standards link](#)) and/or the AYK SSI Research Coordinator will provide data information sheets to help

the PI to encapsulate this information; (2) indicate the format of the available data collections; (3) identify the archive in which the data will be stored, or the custodian of the data (including contact name, organization, address, phone/fax, email, and web address (if applicable) where data may be acquired.) If the PI does not have access to an established appropriate data archive in which to store data, the AYK SSI Research Coordinator will work with PI to access and archive or store data with the AYK SSI.

Full Project Data: We encourage data from routine research activities (data which do not require processing or manipulation) to be available regularly and in real or near-real time. The PI retains exclusive publication use of the data and developed models during the first year after the project's Final Product has been accepted. Full project data, including a data summary and full metadata in the format described above, will be available to other users after that period. **An electronic copy and two paper copies of complete project data will be submitted to the AYK SSI along with the Final Product.** As a condition of the project contract, it is required that all data requests by other researchers and the public be fulfilled in a timely manner.

VII. APPENDICES:

Attach journal-style manuscript drafts, published manuscripts or report drafts formatted according to an established agency report format (ADFG, NMFS, USFWS, USGS, NPS, BIA). Each manuscript draft should be attached as a separate appendix.

**AYK Sustainable Salmon Initiative
FINAL PRODUCT FORMAT**

Option B: IF A JOURNAL MANUSCRIPT/AGENCY REPORT IS NOT SUBMITTED

I. AYK SSI TITLE PAGE:

This page lists the project title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). Use AYK SSI Title Page Template (Attachment D).

II. ABSTRACT:

Provide an abstract, no longer than ONE page, describing the research conducted. This section will also include a Key Words list of no more than 12 terms (listed alphabetically) and the citation to be used for the report.

III. TABLE of CONTENTS:

Include a list of figures, list of tables, and list of appendices: these sections can be automatically generated by Microsoft Word using the index and tables feature.

IV. INTRODUCTION:

Provide a brief introduction of the rationale leading to the research conducted. If the proposal was solicited as part of a research theme area, indicate in the introduction the substance of the theme and the relationship of your project to the subject matter.

V. OBJECTIVES:

Numerically list objectives as stated in the approved project proposal, and results obtained from addressing each objective. Address the success with which each original objective was met and indicate problems encountered en route to completion. If project objectives have changed from the project proposal, discuss the rationale for changing the objectives.

VI. METHODS:

Describe the methods used (e.g., study design; techniques, materials and data collection procedures used; analytical methods) to investigate objectives. To the extent the methods differ from that described in the proposal, explain the reason for the deviation. List the individuals and/or organizations actually performing the work and how it was done. Include a description of the study area.

VII. RESULTS:

Describe information collected, actual accomplishments and findings, including results of any statistical analyses. Provide results of analyses for each objective. A combination of text, tables, figures and appendices can be used to present findings.

VIII. DISCUSSION:

Summarize results in terms of the entire project; relate what was learned through the research to what is known. Study results should be expanded and explained, not simply restated. Describe the extent to which each of the project goals and objectives were attained. Were modifications made to the goals and objectives? If so, explain. A guiding principle for implementing the AYK SSI research program is that projects are undertaken with a view toward their potential application to enhance management decision making. Discuss how results of your research can be applied to sustainable salmon fishery management in the AYK region and any recommendations for future research.

IX. REFERENCES:

Provide complete citations in [Transactions of the American Fisheries Society journal format](#) of literature referenced in the report text.

X. DELIVERABLES:

List deliverables resulting from the project, including annual progress reports, final reports, data sets, database systems, workshop reports, networking meetings, oral or poster presentations, and submission of journal papers. Explain how the project results have been, and will be, disseminated.

XI. PROJECT DATA:

A summary of the data collected during the project shall be included as a part of the project's Final Product in order to preserve the opportunity for other researchers and the public to access these data in the future. The summary shall: (1) provide a complete metadata description ("data about data") in a format compliant with the Federal Geographic Data Committee (FGDC) standards (see [FGDC standards link](#)) and/or the AYK SSI Research Coordinator will provide data information sheets to help the PI to encapsulate this information; (2) indicate the format of the available data collections; (3) identify the archive in which the data will be stored, or the custodian of the data (including contact name, organization, address, phone/fax, email, and web address (if applicable) where data may be acquired.) If the PI does not have access to an established appropriate data archive in which to store data, the AYK SSI Research Coordinator will work with PI to access and archive or store data with the AYK SSI.

Full Project Data: *We encourage data from routine research activities (data which do not require processing or manipulation) to be available regularly and in real or near-real time. The PI retains exclusive publication use of the data and developed models during the first year after the project's Final Product has been accepted. Full project data, including a data summary and full metadata in the format described above, will be available to other users after that period. **An electronic copy and two paper copies of complete project data will be submitted to the AYK SSI along with the Final Product.** As a condition of the project contract, it is required that all data requests by other researchers and the public be fulfilled in a timely manner.*

XII. ACKNOWLEDGEMENTS:

Provide any acknowledgements here.

XIII. PRESS RELEASE:

Provide a press release pertaining to the results of your project and potential applications of your results that would capture the interest of AYK salmon fishers, community residents, or fishery managers. Press release should not exceed 500 words.

XIV. APPENDICES:

Use appendices to report supplementary information that illustrates, enlarges on, or otherwise supports the text, but which is not needed to directly support results and conclusions.

Attachment D
AYK SSI Title Page Template

2011 Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative
Project Final Product¹

Project Title

by:

Author², Co-Author³, Co-Author⁴

² Author Contact Address

³ Co-Author Address (if different from author)

⁴ Co-Author Address (if different from author or co-author)

October, 2011

¹ Final products of AYK Sustainable Salmon Initiative-sponsored research are made available to the Initiatives Partners and the public in the interest of rapid dissemination of information that may be useful in salmon management, research, or administration. Sponsorship of the project by the AYK SSI does not necessarily imply that the findings or conclusions are endorsed by the AYK SSI.

**Attachment E
AYK SSI Financial Status Report**

**AYK SSI
Project #:**

AYK SSI FINANCIAL STATUS REPORT

Project Title:

Principal Investigator(s):

Contract Recipient:

Accounting Contact: *(if different than the PI)*

Email:

Phone:

Project Start and End Dates: *(e.g., January 1, 2011 -- December 31, 2011)*

Report Period: *(January 1 to March 31, 20XX)*

BUDGET CATEGORY	Approved Budget	Previous Expenses	Previous Balance	Expenses this Report	Current Balance
Personnel			\$ -		\$ -
Travel			\$ -		\$ -
Contractual			\$ -		\$ -
Supplies			\$ -		\$ -
Equipment			\$ -		\$ -
Subtotal Direct Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect			\$ -		\$ -
TOTAL PROJECT COSTS	\$ -	\$ -	\$ -	\$ -	\$ -

REPORT JUSTIFICATION

Are you on track with your project objectives, or have there been changes which will affect the results of this project? If you think you will not spend according to your original budget, please submit a Project Change Request.

4/7/2011