**Quarterly Report Guidance**

All subaward recipients are required to prepare and submit brief (1-2 page) quarterly reports. All quarterly reports are due on the 10th day after the end of each calendar quarter to your NBEP Project Manager. If the 10th day falls on a Saturday or Sunday, reports are due on the Monday after. See quarterly report on the next page for required sections.

Timeframe of work completed: Quarterly report due:

January-March April 10

April-June July 10

July-September October 10

October-December January 10

**Quarterly Report**

**Grant Title:**

**RWU Grant Number:**

**Applicant Contact Name:**

**Applicant Email:**

**Grant Period:**

**Quarterly Report Period:**

**Expended This Period:**

**Grant Summary**

**Progress This Reporting Period:**

*Progress, including challenges or unintended consequences encountered*

*Next Steps, including anticipated changes*

*Press and Leverage*

If your project(s) have received any press, please include links here. Additionally, if you have received additional funding (cash or in-kind) to further develop your project(s) please list the amount, funding agency, and what the funding will be used for (please be brief).

*Pictures*

If site work was completed, please email NBEP a picture or two that document project status. Include a short description and credit for the photo.