SCHEDULE C

Progress Report Form

This form is intended to provide OERA with sufficient technical and financial information to judge whether the project is on track to meet its objectives. Please flag any emerging or anticipated issues in the sections below.

Organization:	**Project Lead Name:**	
Project Name and No.:		
Reporting Period:	**From:**	**To:**

1. PROJECT ACTIVITIES

1.1   This section should include only the project activities undertaken since the last report (or since project start if this is Report 1).

NOTE: FOR ANY 'YES' RESPONSES, BRIEFLY EXPLAIN BELOW AND PLEASE COMPLETE THE PROJECT CHANGE FORM. Noting if a project change form has recently been completed pertaining to the issue, please reference or attach.	YES	NO	N/A
a) **Timelines:** Have you experienced any time delays in the Project schedule during the reporting period (vs original contracted timelines)?	☐	☐	☐
b) **Scope/Direction**: Have there been any recent unforeseen challenges affecting the sector and/or other issues that would necessitate a modification in project scope/direction?	☐	☐	☐
c) **Financial:** Are expenditures tracking differently from the original budget? (ie. changes >20% for a particular cost item and/or movement of funds between line items)?	☐	☐	☐
d) **Personnel:** Have there been any changes in research team personnel (including students)?	☐	☐	☐
e) **Location**: Has there been a change in physical location where the research is being undertaken?	☐	☐	☐
f) **Other:** Have any other issues arisen during the reporting period that could affect the project (eg. partners, co-funders, leverage contributions, funding applications to others, etc.)?	☐	☐	☐

PROJECT ACTIVITIES – Explanatory notes for any 'YES' responses in Section 1.1 (above).

2. MILESTONES

Please report on progress of the Work Package (WP) milestones (as per contractual Statement of Work) during the reporting period. If more space is needed, please use Explanation box (below). Reminder: Any significant delays in project milestone timelines or work scope require the completion of a Project Change Form.   Any questions on relative 'significance' of a delay or change, please contact the OERA Research Manager to discuss.

Table 2.1

List Project milestones achieved (and/or in progress) during the reporting period.				
Work Package (No. and descriptor)	Project Milestone (and indicator of achievement)	Target Completion Date	% complete at end of this reporting period	Completion Date (Actual/ Anticipated)

WORK PACKAGE MILESTONES: Explanatory notes on Work Package (WP) milestones for reporting period.

3. PROJECT COSTS FOR REPORTING PERIOD

Please complete the (Excel) Project Reporting Table for the reporting period. See attached table.

4. REPORT RELEASE

Signing authority - signature	Date
Print Name	Title