Project Report Summary for Invoice Submission

Grant Awardee:
Grant Award #:
Initial grant award amount:
Grant funds spent to date:

Invoice date:
Internal Invoice #:

Summary of Project Progress (brief summary of accomplishments to date):

Hourly rate information (include percent completion and hours dedicated) :

Grant Administration: (# of hours billed @ hourly rate)

Project Tasks Completed:

-

Project Tasks Still Pending:

-

Overall Estimated Completion %:

Project Management (follow example above):

Travel:

Sample Analysis Review:

Reporting: