Sample Quarterly Report Template

Project Title	
PI Name:	
PI Institution:	
Project Team:	

Summary

Figures

Quarterly Objectives

Efforts

Workplan Updates

Kudos Received

Additional Questions for Consideration

- Is this project ready to highlight in a symposium talk?
- Is there any advanced topic documentation I need to prepare?
- If the PI was satisfied, have I asked for a quote regarding the value of the collaboration?
- Would others benefit from a tutorial (asynchronous or other) on the techniques I used in this project?
- Should I present about this work at a domain conference (paper, poster)?
- Is the work worthy of a paper, either in collaboration with the PI or individually?
- Are there new user requirements that have resulted from this work? Would a change in XSEDE's offerings make this project much easier? If so, feed info UREP
- Is it a good time for Nancy and Ralph to check in with the PI?

If more than one expert is assigned to a project, the lead expert should gather input and prepare a single report

Helpful Tip: Highlight any changes to the schedule in the report so the information can be updated in the workplan and JIRA. Please indicate if you have already updated both.