

## **TEMPLATE FOR PREPARING THE COULTER PROGRESS REPORT**

Please note that the recipients of this report at the Coulter Foundation are **NOT** under a confidentiality agreement. Hence no confidential information should be included in the quarterly reports.

Please send your completed reports to Gia Palacorolla [gnp2@duke.edu](mailto:gnp2@duke.edu) .

### **Step 1: Project Report**

Format: This file should not be more than 2 pages and larger than 7MB. It should be prepared in Microsoft Word. The format should be single spacing, 12 point type, double space between paragraphs and all margins should be 1 inch or greater.

The project report should contain the following information:

1. List the ORIGINAL specific project objectives and milestones, and describes progress towards achieving them during the report period.
2. Describes and explains any significant changes to the research plan.

### **Step 2: Project Details**

All items marked with \* are required information. If there is no information to enter, please type in “None” in the text below. Please note that some or all of these items can be included in the project report.

1. List any project-related presentations or manuscripts submitted or published during the report period. (Please limit your response to 250 words.)\*
2. List and describe any invention disclosure or patent activity during the report period. (Please limit your response to 250 words.)\*
3. Describe any progress toward project-related commercialization, licensing or technology transfer activity during the report period. (Please limit your response to 250 words.)\*
4. Describe any project-related grants or other funding applications or awards during the project period. (Please limit your response to 250 words.)\*

### **Step 3: Budget**

Please complete the budget items below, indicating the annual projected amounts and the total amount expensed so far this budget year in each budget category. All items marked with \* are required. Enter whole dollar amounts only (no decimals).

	Annual Projected	Actual year-to-date
Personnel *	\$	\$
Materials/Supplies *	\$	\$
Equipment *	\$	\$
Travel *	\$	\$
Other expenses *	\$	\$
<b>Total *</b>	<b>\$</b>	<b>\$</b>