

# 2010/11 GRANTEE PROGRESS REPORT OUTLINE

*Due Date: October 29, 2010*

*EXHIBIT B*

*GRANT PROGRESS REPORT TO THE*

*SUSAN G. KOMEN ASPEN AFFILIATE*

*Please Type*

PROJECT DIRECTOR: \_\_\_\_\_  
*Last name First name Middle Initial*

AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PERIOD COVERED BY PROGRESS REPORT:

FROM: \_\_\_\_\_ To: \_\_\_\_\_

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- 1. PROJECT PROGRESS REPORT:** In this section, list progress of project toward meeting objectives as outlined in Grant Application, including number of people served during this period. (1 page)
  - 2. PROPOSED CHANGES:** In this section, please report any proposed changes in project design, project personnel, or project budget. Please use the "Request for Change/Amendment" form. (1 page per change, if any)
  - 3. OTHER SOURCES OF SUPPORT:** In this section, please list any notice or receipt of other sources of support for this project received during the past six months. (1 page, if any)
  - 4. PROJECT MATERIALS:** In this section, please list and attach all published or produced materials, pictures, etc. for the past six months. (1 page plus attachments)
  - 5. ACCOUNTING OF GRANT FUNDS:** Please attach a current accounting of grant funds using the Budget Progress Report form. (1 page)

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*Signature of Project Director*

*Date*

# BUDGET PROGRESS REPORT FORM

**ACCOUNTING OF GRANT  
FUNDS FROM**

**TO**

\_\_\_\_\_  
MONTH/DAY/YEAR

\_\_\_\_\_  
MONTH/DAY/YEAR

	<i>ORIGINAL BUDGET</i>	<i>ACTUAL EXPENSES TO DATE</i>
PERSONNEL		
SUPPLIES (ITEMIZE BY CATEGORY)		
EQUIPMENT (NOT TO EXCEED 30% OF DIRECT COSTS)		
PATIENT CARE COSTS		
____ screening mammograms @ \$____ = \$____ ____ diagnostic mammograms @ \$____ = \$____ ____ ultrasounds @ \$____ = \$____ ____ breast biopsies @ \$____ = \$____ ____ (other) _____ @ \$____ = \$____		
INPATIENT		
OUTPATIENT		
<b>SUBTOTAL (DIRECT COSTS)</b>	\$	\$
INDIRECT COST ALLOCATION (NOT TO EXCEED 15% OF DIRECT COSTS)	\$	\$
<b>Total Grant Funds Expenditures</b>	\$	\$

**SIGNATURE:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_

\_\_\_\_\_  
(TYPED) PRINCIPAL INVESTIGATOR/PROJECT

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*DIRECTOR*

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