**Section 950.260 Progress Reporting**

a) Applicants will be required to submit written reports of progress toward achieving objectives at each of the following times:

1) Each 6-month interval after the start of the funding period.

2) The submission of a continuation application.

3) The conclusion of the funding period.

b) The reports must include at least each of the following items:

1) Information reflecting the status of the project under the proposed timeframes reflected in the application.

2) Information on each objective addressing the methods implemented to achieve the status.

3) A projection of methods and timeframes involved to accomplish the objectives within the timeframe remaining, except for the submission of the project summary report.

4) A project summary at the close of the project period documenting the achievements and ultimate conclusions derived as result of the project.

5) A specification of the budget and use of funds.

c) The Department reserves the right to request an oral presentation concerning a status or an end-of-project report for the benefit of the Department or other formally recognized audiences.