

# WATER RESEARCH FOUNDATION PERIODIC REPORT FORMAT AND CONTENT

Periodic reporting is a requirement for all Foundation research projects. Some projects will require submittal of Periodic Reports, the format for which is shown below. Some projects have specialized periodic reporting requirements; consult Exhibit B of the project funding agreement for the reporting schedule and reporting requirements for a particular project.

## PERIODIC REPORT

- I. Status Summary (basic Periodic Report) – 2 to 5 pages (every 3 months)
  - Title Page – 1 page
    - Project title and number
    - Periodic Report number and period covered
    - Principal Investigator and organization
    - Project start date and end date
    - Subcontractors, participating utilities and other participants
    - Project funding
    - Project objective
  - Statement of goals for the reporting period
  - Summary of work tasks completed and accomplishments in reporting period, including significant findings, major observations, statement of how goals were met, and applicability of findings to the drinking water community.
  - Assessment of actual versus planned progress for each work task
  - Tasks proposed to be completed in the upcoming period
  - Problems encountered
  - Rationale for proposed changes (if any) to the scope of work
  - Brief explanation of abstracts, presentations, papers, reports submitted during period
  - List of submitted/published reports (title, author, journal/conference, date)
  - Copy of submitted/published reports and presentations
  
- II. Technical Summary – 5 to 20 pages (every 6 months, include with Status Summary)
  - Response to PAC and Foundation questions and comments on previous Technical Summary
  - Methods and materials
  - Data and analysis
  
- III. Web Site Update - 1 to 2 pages (every 6 months, include as separate section after Technical Summary)
  - Project title and number

- Principal Investigator and organization
- Reporting period (i.e., period covered by update)
- Activities and progress since previous Web Site Update; work to be performed next period
- Findings of significance to Foundation subscribers and other stakeholders; how/why are they significant?
- Statement of how overall project results will ultimately benefit Foundation subscribers and the drinking water community