ATTACHMENT 1
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. **Title Page** – 1 page (every 3 months)
   - 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

II. **Status Summary (basic Periodic Report)** – 2 to 5 pages (every 3 months)
   - 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 water community.
   - Assessment of actual versus planned progress for each work task (recommend using a table to show actual versus percent completed for each 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 for publication or presentation during reporting period
     - List of submitted/published reports (title, author, journal/conference, date)
     - Copy of submitted/published reports and presentations
   - Response to questions and comments on previous report

III. **Technical Summary** – 5 to 20 pages (every 6 months, include with Status Summary)
- Methods and materials
- Data and analysis
- Significant findings
- Applicability of findings to water utilities
- Response to questions and comments on previous report

IV. **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
- Brief statement on communications and outreach (presentations, papers, etc.)