I. Administrative

A. Name and address of the recipient’s institution and Award Number

B. Name of the Principal Investigator

C. Name of the Future Investigator - in the case of a FINESST award

D. Award Title

E. Type of Report: Indicate whether it’s an Annual or Final Report

F. Period covered by the report:

G. New Technology: Either No New Technology to Report or New Technology is Reported under Accomplishments

II. Accomplishments

A. Start by succinctly stating the major goals and objectives of the project, and what progress was made toward those goals?

B. If the award is from F.5 FINESST, did the FI do coursework or receive any professional development funded by the project? Provide an update toward completing a degree program with month/year completion date estimated. If no coursework was planned or taken, state no coursework for this period.

III. Status/Changes/Issues/ Budget Updates – if applicable

A. Discuss any significant delays to or major obstacles to the stated goals for the funding period.

B. If not previously reported in writing to the NASA Shared Services Center and the awards technical officer in writing, provide the following additional information, if applicable:

■ Significant changes in approach and reason for change.

■ Significant changes in team; changes in subaward organizations.

■ Significant problems or delays and actions encountered or anticipated and plans to resolve them.

■ Any significant impact on expenditures, costing.

C. If needed, updates to the budget including rephasing of funds if there is significant uncosted carryover. If approaching the final year, will a no-cost extension be requested?

D. Whether the PI/Institution got a warning/notification from the NSSC (e.g., "zero drawdown") because funds are not being spent, then the progress report should explain the lack of funds drawn down (e.g., because a team member is on hiatus).

IV. Dissemination Activities – if applicable

A. Have the results/activities been disseminated? For example, provide a list of abstracts, papers, patents, presentations, reports, videos with URLs, and other products that might serve as measures of productivity. Of course, all publications must acknowledge NASA support, including the name of the program, and the specific award number(s). As accepted manuscript versions of peer reviewed publications must be archived in [NASA PubSpace](https://sti.nasa.gov/submit-to-pubspace/), so provide the ID that indicates submission.

V. Updated Plans or Agreements – if applicable

If applicable, please provide updated versions of any plans or agreements that were required parts of the proposal (e.g., PI/FI mentoring plan/agreement for F.5 FINESST)

VI. Future Plans

A. Will any important team member leave (e.g., a student graduate) or take a significant hiatus during the period of performance? If so, do you anticipate the need for a no-cost extension?

For FINESST (graduate student) awards only:

B. If this is a final report, will the work continue post funding?

C. Is the FI remaining at the institution or moving on to new studies or a job

offer, etc.?

VII. High-End Computing – if applicable

A. If applicable, a progress report may include a new (or updated) request or modification to the project’s high-end computing resources.

If the project has an existing HEC-issued award and a modification is needed, please follow the guidance provided from HEC.

If the grantee wants to submit a new HEC request, see Section I(e) of the current ROSES Summary of Solicitation (Section 12.27 of F.5 FINESST) for details. A copy of a new HEC request should be provided as a separate PDF file to the technical officer. The NSSC will need a copy of the HEC request.

If you have comments or questions on this optional template please contact [sara@nasa.gov](mailto:sara@nasa.gov?subject=optional%20progress%20report%20template).