

PROGRESS REPORT

[Please remove blue instructions, including this section, before submitting.]

- If you have a grant, your award number is a 10-character string starting with “NNX” or a 13-character string starting with “80NSSC”.
- If you have an award at a NASA center or JPL, use your selected proposal number as your award number, e.g. “20-SSW20_0777.”
- If you are at a federal agency other than NASA, your award number is a 10-character string starting with “NNH”, or a 13-character string starting “80HQTR”.

Please use your name and award number as part of the filename when you save the progress report document. PDF format is preferred for emailed documents. Here are examples of recommended filenames:

For a progress report on year 2 of grant 80NSSC19K6217 to C.D. Ward:

Ward_80NSSC19K6217_Progress_report_year2.pdf

For a progress report on year 1 of an RTOP award at NASA to J. Curwen based on proposal 20-SSW20_0777:

Curwen_20-SSW20_0777_Progress_report_year1.pdf

Federal Agency: NASA, Planetary Science Division, [Specific Office]

Award Number:

Project Title:

Program:

Technical Officer:

Principal Investigator:

Name

Title

Institution / Address

Email Address

Phone Number

Submission Date: mm/dd/yyyy

Unique Entity Identifier: for grants only – otherwise list N/A

EIN Number: for grants only – otherwise list N/A

Recipient Organization:

Name

Address

Period of Performance: Month day, year – Month day, year

Report Period: Month day, year – Month day, year

Report Term: annual, semi-annual, quarterly, other

Signature

Name

Title

I) Summary of research originally proposed.

[Limit to one paragraph. This does not need to change year to year and may be the same as the original proposal summary.]

Accomplishments

II) Summary of accomplishments made during this grant period.

[For this reporting period please describe: 1) major activities; 2) specific objectives; 3) significant results or key outcomes, including major findings, developments, or conclusions (both positive and negative); and/or 4) other achievements. Please include a discussion of stated goals not met, and note that as the project progresses to completion, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.]

Participants and Other Collaborating Organizations

Check one of the following:

☐ **This report covers all subawards and parallel funding (e.g., Co-Is that received funds directly from NASA) associated with my award.**

☐ **There are subawards and parallel funding associated with my award, but they will report separately.**

☐ **There are no subawards or parallel funding arrangements (e.g., Co-Is that received funds directly from NASA) associated with my award.**

III) Participants during Reporting Period

[Briefly describe who worked on the project, if there have been any changes in the active other support of the PI or senior/key personnel since the last reporting period, and what other organizations and/or collaborators have been involved as partners.]

Summaries

[This is the main part of the progress report. Try to limit this to 2–3 pages. Figures are encouraged. This should be a narrative, not a list of publications or bullet points. You are writing this for the program officers, so there is no need to repeat your rationale, background information, or other material from your proposal. Rather, focus on your accomplishments. If you cite literature other than your own recent publications listed in section VIII, you may add a list of references at the end of this section (any abbreviated format is acceptable, similar to conference abstracts). You do not need to list your own recent publications in this section, but do include them in section VIII.]

IV) Summary of risks or obstacles, plus mitigation strategies.

[Briefly describe any problems encountered in the past year, and outline any plans for mitigating them.]

V) Summary of opportunities for training and professional development.

[If the project was not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, please simply state “Nothing to Report.” Otherwise, please describe opportunities provided for training and professional development to anyone who worked on the project or anyone who was involved in the activities supported by the project for this reporting period. “Training” activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency or efforts involving students. Examples of training activities may include courses or one-on-one work with a mentor. “Professional development” activities result in increased knowledge or skill in one’s area of expertise and may include workshops, conferences, seminars, study groups, and individual study.]

VI) Summary of how project results were disseminated to communities of interest.

[If there is nothing significant to report during this reporting period, the recipient states “Nothing to Report.” Describe how the results were disseminated to communities of interest for this reporting period. Include any outreach activities that were undertaken to reach members of communities who are not usually aware of these project activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.]

VII) Summary of plans for the coming year.

[Briefly outline general plans for the coming year to accomplish goals and objectives.]

Products

VIII) Publications, data, and software products released during the past year

[Describe your progress toward implementing your approved Open Science and Data Management Plan (OSDMP) in your summary of accomplishments and include any modifications or changes to the approved OSDMP, if needed.] Awardees are required to follow the approved OSDMP from their proposal; failure to document appropriate progress toward your OSDMP goals may also result in the non-acceptance of your progress report. For example, describe which milestones have been achieved in data product archival for this project (e.g., (1) initial contact with archival location, 2) archive schedule and design complete, 3) sample products and labels generated, 4) documentation creation and validation, 5) peer review, 6) lien resolution, and 7) archive complete and released).

Only include data, software, or publications that resulted from work you conducted **under this award**. Provide full citations for archived data, software, or publications, including the title, DOI number, and if a publication, the date posted to PubSpace or the date the article was published as Open Access by journal publishers participating in the Clearinghouse for the Open Research of the United States (CHORUS). Do not repeat publications from previous progress reports, as these belong in Section VI. Do not include “submitted” or “in preparation” publications in Section V; you can mention these in section II.]

IX) Publications and Data products released in previous years of this award

[If this is your progress report for year 1, state “None.” If this is for year 2 or later, move entries listed in previous progress report(s) to this area, updating any information about the citation that might not have been available the previous year.]

X) Technology Development

Check one of the following:

- ☐ **This report includes no new technology development**
- ☐ **This report includes new technology development with results inserted into [iEdison](#),**

[Brief description of the new technology development.]

XI) Science highlights (optional but VERY useful).

[One way that the program officers communicate and promote your work to NASA leadership and create a list of the accomplishments of the program to demonstrate progress towards NASA’s goals and objectives, is by looking to “science highlights” or “science nuggets” from each program. All Planetary Science Division Science Nugget Submissions must be submitted in the PSD Submission [Form](#). If you published a paper during this reporting period, we highly encourage you to submit a science nugget to showcase the significance of this work.]

Check one of the following:

- ☐ **I submitted a Science Highlight via the PSD Science Highlight Submission Request.**
- ☐ **I did not submit a Science Highlight for this reporting period.**

[End of Progress Report Template]

Questions regarding this template, which resides [here](#) at may be directed to kathleen.e.vanderkaaden@nasa.gov and cc SARA@nasa.gov.