**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

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| Lead Agency (FHWA or State DOT): |  |

**INSTRUCTIONS:**

*Lead Agency contacts should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.*

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| --- | --- | --- | --- |
| **Transportation Pooled Fund Program Project #**  *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*  Click or tap here to enter text. | | **Transportation Pooled Fund Program - Report Period:**  Quarter 1 (January 1 – March 31)  Quarter 2 (April 1 – June 30)  Quarter 3 (July 1 – September 30)  Quarter 4 (October 1 – December 31) | |
| **TPF Study Number and Title:**  Click or tap here to enter text. | | | |
| **Lead Agency Contact:**  Click or tap here to enter text. | **Lead Agency Phone Number:**  Click or tap here to enter text. | | **Lead Agency E-Mail**  Click or tap here to enter text. |
| **Lead Agency Project ID:**  Click or tap here to enter text. | **Other Project ID (i.e., contract #):**  Click or tap here to enter text. | | **Project Start Date:**  Click or tap to enter a date. |
| **Original Project Start Date:**  Click or tap to enter a date. | **Original Project End Date:**  Click or tap to enter a date. | | **If Extension has been requested,**  **updated project End Date:**  Click or tap to enter a date. |

**Project schedule status:**

|  |  |  |  |
| --- | --- | --- | --- |
| On schedule | On revised schedule | Ahead of schedule | Behind schedule |

**Overall Project Statistics:**

|  |  |  |
| --- | --- | --- |
| **Total Project Budget** | **Total Funds Expended**  **This Quarter** | **Percentage of Work**  **Completed to Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Project Description:**

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|  |

**Progress this Quarter**

**(includes meetings, work plan status, contract status, significant progress, etc.):**

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**Anticipated work next quarter:**

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**Significant Results:**

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**Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).**

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**Potential Implementation:**