**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

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)* | | **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:** | | | |
| **Lead Agency Contact:** | **Lead Agency Phone Number:** | | **Lead Agency E-Mail** |
| **Lead Agency Project ID:** | **Other Project ID (i.e., contract #):** | | **Project Start Date:** |
| **Original Project Start Date:** | **Original Project End Date:** | | **If Extension has been requested, updated project End Date:** |

Project schedule status:

□ On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| --- | --- | --- |
| **Total Project Budget** | **Total Funds Expended**  **This Quarter** | **Percentage of Work**  **Completed to Date** |
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| **Project Description**: |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):** |
| **Anticipated work next quarter**: |

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| **Significant Results:** |
| **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:** |