

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.

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:

Total Project Budget	Total Funds Expended This Quarter	Percentage of Work Completed to Date

Project Description:

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

Anticipated work next quarter:

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).

Potential Implementation: