

CLINICAL INNOVATION OPPORTUNITIES FUND
Report Template for
Six-Month Progress Reports (One Year Projects) or
Year-End Progress Reports (Two Year Projects)

The following template for Six-Month and Year-End Progress Reports is to be used for reporting on projects funded by the Clinical Innovation Opportunities Fund. Please use this template as a guide, and submit no more than three pages for each project.

Year-End Progress reports are to be submitted to NOAMA at the end of the first funding year, and must be approved by the Clinical Innovation Opportunities Fund Sub-Committee prior to the release of second year funding.

- A. Executive Summary (not to exceed one page)
 - 1. Introduction and purpose of project
 - 2. Summary of Work to Date
 - 3. Projected completion date
 - B. List of Performance Evaluation Metrics (or metrics proposed in the original application)
 - C. Table of Evaluation Metrics that include:
 - Metric
 - Status
 - Comment
 - Findings (if applicable)
 - D. List of Challenges faced to date
 - Include brief discussion about issue(s) and solution(s)
- Final
- E. List of Performance Evaluation Metrics for next period (if altered from Proposal)
 - F. Conclusion and Next Steps
 - G. Contact Information of participating physicians
 - H. Budget (Refer to Appendix D – Excel Spreadsheet)
 - Provide details of actual budget expenditures with explanations of significant variances from original budget projections.