

CIOF Progress Report

The following Progress Report template for one-year projects (at 6 months) and two-year projects (at 1 year) 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.

Progress reports for two-year projects are to be submitted to NOAMA at the end of the first funding year, prior to the release of second year funding.

1. Executive Summary (not to exceed one page)
 - Summary of Work to Date
 - Projected completion date
2. List of Performance Evaluation Metrics (or metrics proposed in the original application)
3. Table of Evaluation Metrics that include:
 - Metric
 - Status
 - Comment
 - Findings (if applicable)
4. List of Challenges faced to date
 - Include brief discussion about issue(s) and solution(s)
5. List of Performance Evaluation Metrics for next period (if altered from Proposal)
6. Conclusion and Next Steps
7. Contact Information of participating physicians
8. Budget spent to date (Excel template CP4)
 - Provide details of actual budget expenditures vs. original budget projections.