**GRA Ventures Phase (IA, IB, IIA, IIB, etc) Semi-Annual Update Report**

Project Name Listed on Proposal

Faculty Member Name

Today’s date

1. **Progress Against Milestones**

Using the table below, list the milestone, deliverable and your progress to date for each milestone identified in the approved proposal.

|  |  |
| --- | --- |
| **Milestone No.** | **Update** |
|  | Milestone: Deliverable: Progress:  |
|  | Milestone: Deliverable: Progress: |
|  | Milestone: Deliverable: Progress: |

1. **Problems Encountered**

Briefly describe any problems you have encountered and how they have been addressed.

1. **Plans for the next quarter**

|  |  |
| --- | --- |
| **Milestone No.** | **Activity** |
|  |   |
|  |  |
|  |  |
|  |  |

1. **Budget Progress**

Using the table below, list expenses or encumbered expenses to date. Briefly explain any changes in budget from the approved proposal.

|  |  |  |
| --- | --- | --- |
| **Category** | **Spent/Encumbered** | **Budgeted** |
| **Salaries**  | $ | $ |
|  (List individual University key personnel) |  |  |
|  |  |  |
| **Fringe Benefits** | $ | $ |
|  (\_\_\_-\_\_\_%) |  |  |
|  |  |  |
| **Travel** | $ | $ |
|  Foreign |  |  |
|  Domestic |  |  |
|  |  |  |
| **Equipment** | $ | $ |
|  (List all equipment and price) |  |  |
|  |  |  |
| **Materials & Supplies** | $ | $ |
|  (List all equipment and price) |  |  |
|  |  |  |
| **Other expenses**  | $ | $ |
|  (Itemize) |  |  |
|  |  |  |
|  |  |  |
| **Total** | $ | $ |