EXHIBIT C PROGRESS REPORT FORM
COUNTY OF HAWAI`I
DEPARTMENT OF RESEARCH AND DEVELOPMENT
SUPPLEMENTAL FUNDING AWARDS FOR 2009-2010

CONTRACT/AGREEMENT NO. _____

STANDARDIZED PROJECT PROGRESS REPORT FORM **Report #** _____

For the Reporting Period of

_____ to _____

Organization Name: _____

Project/Program Title: _____

Contact Name: _____ Title: _____

Contact Phone No.: _____ Email: _____

Please submit this completed and signed progress report form with a narrative report that addresses each of the following six (6) points. You may add additional pages as necessary.

1. Provide a summary of the work completed during this reporting period.
2. Describe how the funds allocated for this project were used during this reporting period.
3. Describe any adjustments that were necessary during this reporting period for the development and implementation of your project.
4. Briefly describe your next major steps for this project.
5. Add any additional comments as desired and/or requested by the Department's program specialist.
6. Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project that you have collected to date if applicable.

Submitted by:

_____	_____	_____
Signature	Title	Date

_____	_____
Telephone Number	Fax Number

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