Florida RESTORE Act Center of Excellence Program
QUARTERLY NARRATIVE REPORT

Grantees submit reports and invoices according to schedule in Attachment 3 of subagreement. Incomplete report and invoice will delay reimbursement.

<table>
<thead>
<tr>
<th>Assigned Subagreement Number: [Type here]</th>
<th>Performance Period (mm/dd/yr to mm/dd/yr): [Type here]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title: [Type here]</td>
<td>Report Due Date: [Type here]</td>
</tr>
<tr>
<td>Grantee Name and Address: [Type here]</td>
<td>Date Report Submitted: [Type here]</td>
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<tr>
<td>Grantee Phone and Email address: [Type here]</td>
<td>Financial Reporting Name and email address: [Type here]</td>
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**Project Summary**
Provide a brief overview of your project and strategic objective(s).

[Abstract]
Status of Performance

Discuss the activities that occurred during the quarter. If you are building on successes/events that took place in previous quarters, please include a brief status in your narrative to demonstrate progress made or challenges identified.

<table>
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<tr>
<th>#</th>
<th>Measure</th>
<th>Target Output/Deliverable</th>
<th>Target* Date</th>
<th>Progress** (period)</th>
<th>Progress (cumul.)</th>
<th>Next steps</th>
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* = completion date as reported in Subagreement  
** = % complete

Project Summary of Quarterly Accomplishments

- Summarize key science and technology accomplishments, significant findings or events, and performance measures completed for period.
- Describe outreach and education activities, e.g., efforts to disseminate or publicize project results, formal or informal education activities.

[Abstract]

Project Summary of Quarterly Challenges

- Indicate if any operational, legal, regulatory, budgetary, and/or ecological risks, and/or any public controversies, have materialized. If so, indicate what mitigation strategies have been undertaken to attenuate these risks or controversies;
- Summarize any challenges that have impeded the recipient’s ability to accomplish the approved scope of work on schedule and on budget.

[Abstract]
Summary of Quarterly Expenditures

- Summarize expenditures made during the period, to match with invoice submitted with this report and the budget categories.
- Report any significant budget issues or changes required by work plan.

[Abstract]

Summary of Quarterly Sub-Recipients Monitoring

- Per FLRACEP Terms and Conditions and Special Award Condition 1, and consistent with the established subrecipient monitoring plan, please describe efforts taken to monitor sub-recipient performance (e.g., meetings, calls, reports) during the reporting period and their fiscal and performance progress and how this supports progress toward your scope of work;
- If this is the first time you are reporting on this subrecipient, please include: name of the entity and its principal, DUNS number of the entity, value of the agreement/contract, period of award, brief description of the scope of work, and whether or not local preference was used in the selection of contractor.

[Abstract]

Summary on Data Management progress

- Please summary any data management report that has been done through GRIIDC

[Abstract]
**Project Goals for Next Quarter**

- Summarize major activities planned for the next reporting period.

[Abstract]

**CERTIFICATION:**

By signing, we confirm that the contents have been reviewed by award co-PIs and are a fair representation of progress for the report period.

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**PI Signature**

[Signature]

Date

---

**PI Printed Name**

[Printed Name]

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Authorized **Grantee** Official Signature

[Signature]

Date

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Authorized **Grantee** Official Printed Name

[Printed Name]

**Submission Procedures**

Submit the quarterly narrative and financial statement through your designated box.com folder and email a copy to:

Program Director
Florida RESTORE Act Centers of Excellence Program
flracep@usf.edu