

Interim Report Format (Attachment E Part 1)

NCPTT 20__ Grants

1. Institution/Organization: _____
2. Project title: _____
3. Grant Number: _____
4. Summarize requested amendments (if any) to the original Grant Agreement or Work Cost/Budget and provide the approval date(s).
5. Briefly describe progress to date for completing the project objectives as outlined in the Grant Agreement. Address each objective and associated task(s).
6. What difficulties have you encountered to date in completing grant work?
7. What changes in objectives or budget or products are anticipated?
8. Will you be able to complete work under this grant as scheduled? If not, why?
9. What products (if any) have been produced to date?
10. What products (if any) are currently underway?

Signature principal investigator: _____

Date: _____

Administrative Summary Format (Attachment E Part 2)

NCPTT 20__ Grants

1. Institution/Organization: _____
2. Project title: _____
3. Grant Number: _____
4. Summarize requested amendments (if any) to the original Grant Agreement or Work-Cost Budget and provide the approval date(s).
5. Briefly describe each of the final grant products.
6. Describe differences, if any, between the planned and actual work costs.
7. Provide a brief final Work-Cost budget breakdown, including Federal and matching shares.
8. Describe reasons for the differences between the planned and actual work-costs.
9. Briefly describe how the work supported by this grant advanced the field of historic preservation.
10. If there will be a publication or video, state when copies will be forwarded to NCPTT.
11. Provide any other data or information required by grant special condition or funded work.

Signature principal investigator: _____

Date: _____

Your Title: _____

Your Organization: _____

Narrative Final Report Format (Attachment E Part 3)

NCPTT 20__ Grants

Final Report Format
Publications Support Category
NCPTT 20__ Grants

1. Title Page, (including grant number, project title, organizational name, principal investigator, project team, contact information, and date of final report.)
2. Table of Contents
3. Executive Summary (400 words)
4. Introduction
5. Methods and/or materials
6. Results and Discussion
7. Conclusions
8. Acknowledgments
9. References (Please use author-date citation system documented by Chicago Manual of Style.)