Basic Guidelines for Completing the Title III/SAFRA Quarterly Progress Reports

Title III/SAFRA regulations require that a progress report be submitted at the end of each quarter documenting the progress of the approved objectives. This procedure provides a step-by-step procedure for developing and submitting the progress report.

Policy

Progress Reports are to be submitted electronically to the Title III/SAFRA Office about two weeks after the end of each quarter. An email reminder notice will be sent to each Activity Director prior to the due date. The report should document with measurable data the progress toward completing the approved objectives. The objectives reported in the Progress Report **must match** those in your original Title III/SAFRA proposal, and are not to be altered for any reason without prior approval. Each quarter you will basically be reporting your progress towards meeting these proposed objectives.

Activity	Responsible Party
The Progress Report form can be found on the ECSU web site under Faculty & Staff/Forms & Documents=>Title III/SAFRA	Activity Director
A reminder will be sent to Activity Directors at the end of each quarter. The months that mark the quarter's end are: December, March, June and September of each year	Title III/SAFRA Coordinator
It is imperative that you quantify your results (make them measurable). The column entitled "Metrics at Quarter Start" is where you document your metrics at the start of the quarter (baseline data). The column entitled "Metrics at Quarter End" is where you indicate your metrics at the end of the quarter (note: then this number would be your "baseline data" for the start of the following quarter).	Activity Director
Only report on your approved objectives from your award package received at the Title III Office implementation meeting	Title III Activity Directors
Under the column entitled Status/Accomplishments", first indicate (in bold print) one of the following 3 statuses of the objective: • "Not Yet Started" • "In Progress" • "Completed"	Activity Director
After indicating the status of the objective, then proceed to elaborate on what was accomplished during the quarter, in narrative form.	Activity Director
In the final column, simply indicate the impact of the	Activity Director

work done in your activity for the quarter. You do not need to break out your budget by each objective, so you will simply provide the percentage of expenditures generated to date at the top of the report (see sample report).	
Be sure to provide an explanation of any issues or concerns that have impacted your success at the bottom of the report	Activity Director
For activities which have multiple components, the Activity Director needs to compile the input received from each Component Director, to generate a **single integrated report** for the overall activity. This means you will probably need to ask your Component Directors for their input prior to the due date, in order to have sufficient time to compile the report.	Activity Director
Once completed, save your report locally on your computer (maintain a separate electronic document in a file for each quarter), then email a copy to the Title III/SAFRA Coordinator	Activity Director
Along with the 4th quarter report, please submit a summary of your activities for the entire budget year in narrative form documenting the status of each performance indicator	Activity Director
Review the submitted progress report and compare the Response to the Performance Indicators listed in the approved proposal to make sure that the data addresses the approved objectives.	Title III/SAFRA Coordinator
Provide feedback to Activity Directors and request additional information if the status is not clear	Title III/SAFRA Coordinator
File approved report in Activity file	Title III/SAFRA Coordinator and Activity Director

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