**Progress Report for AIS Grant Agreements**

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| Project Sponsor: |  |
| Project Title:  |  |
| AIS Grant Agreement Number:  |  |
| Reporting Period Dates: |  |
| Contact Person:  |  |

**When to submit progress reports**: Progress Reports should be submitted at least quarterly (approximately March 31, June 30, September 30, and December 31) and must be submitted with every reimbursement request. You can fill in the spaces below or provide a separate document.

**1. Progress Summary:** List the tasks outlined in the grant agreement found in Attachment A of your AIS grant agreement. Summarize activities that occurred under each task during the reporting period or note tasks with no activity. Indicate tasks that have been completed. Provide an overview of progress on the entire project.

**2. Expenditures Summary:** Report all expenses on the quarterly report, including match funds. The [Budget Tracking Spreadsheet](https://cmsadmin.mt.gov/renderfile/1ffa50730a1601d953e30c97f975dc48/montana-invasive-species/Uniform_Budget_Tracking_AIS.xlsx) can be used to record your budget. The tasks listed must match those in your grant agreement. Identify any invoices that are split between AIS and match funding sources.

**3. Discuss any problems or concerns that have arisen** (example: problems with the schedule or budget items).

**4. Next Quarter’s Activities.** Outline anticipated activities that will take place during the next quarter.

**5. Request for Grant Agreement Amendments-if needed.** Contact your Grant Manager to discuss a grant amendment as soon as possible. This process must begin 45 day prior to the grant agreement termination date. Expenses incurred that are not allowed under the grant agreement will not be paid unless you obtain prior approval and an amendment is completed.