

Quarterly Progress Report

Note: Revision of the objectives of the project and changes in the key personnel (regardless of whether there is an associated budget revision requiring prior approval) must be approved by the Department of Health (DOH).

The Progress Report is due within 10 business days post last date of the quarter.

PART I is the Grant Progress Report Chart to be completed in SAGE. Please refer to the detailed procedure for initiating a report and completing the following items.

- Add Progress Report Header
- Add Objectives and Activities (will repeat from previous progress reports). The objectives and activities should remain consistent throughout the term of the grant unless changes have been approved by the NJDOH.
- Update the original estimated completion date column, percentages completed column and date completed column, if applicable.

PART II is the Narrative to be submitted as a miscellaneous attachment in SAGE.

You may use the following template or create your own progress report template, with these exact questions in Microsoft Word, in order to attach the file in SAGE upon submission. Please title the attachment accordingly: grant number, title of attachment, fiscal year, quarter and the name of the Principal Investigator (ex. CAUT15APL001, Narrative, SFY'19Q1, James Smith, PhD).

Narrative Questions

Grant Number:

Grant Title:

Institution:

Principle Investigator:

Date:

Please answer the following questions. Indicate if a question does not apply to your project.

1. Describe challenge(s) encountered that affect the yearly objectives, if applicable. Explain how the issues were addressed.
2. Note new personnel or changes in personnel. Any change in the key personnel (including hiring and reassignment) must be approved by the Department of Health.

3. Describe the status of your IRB approval. If approved, specify whether you are meeting the target human subjects' enrollment goals. If necessary, describe challenges encountered and remedial activity performed.
4. Describe any communications you've had with consultants and/or collaborators. Please be specific; names of consultants, meeting dates, agendas and outcomes.
5. Provide a summary of progress and outcomes for the quarter for each of the objectives listed in Part I.
6. If applicable, describe services requested and received from the NJACE and the outcomes of those services.

PART III Program Specifications. Compliance with Program Specifications is required. Please refer to Attachment C in your Grant Award in SAGE for details. **Comment below if there are any questions or concerns with compliance and submit with Part II.**

The Program Specification relating to collaboration with the NJACE Coordinating Center at Montclair has been revised and is as follows:

- I. Agrees to collaborate with the designated New Jersey Autism Center of Excellence (NJ ACE) at Rutgers University. Responsibilities of the grantee include but are not limited to:
 - i. Participation in meetings scheduled by the NJACE.
 - ii. Upon request, provide periodic updates and items for sharing with the scientific community and the public through the NJACE's website and other media vehicles.
 - iii. Responding to surveys to assist the NJACE in planning and evaluating training, technical assistance and other activities.
 - iv. Attending training and/or technical assistance programs, as appropriate.

Comments:
