**Alabama Research and Development Enhancement Fund Program**

**Quarterly Report**

The 1st, 2nd and 4th Quarterly Reports are due on the 10th day of the month following the preceding calendar quarter. The 3rd Quarterly Report (covering July – September) is due on October 2nd.

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| **Grant Agreement No.**  |  |
| **Grantee’s Legal Name** |  |
| **City** |  | **State** |  |
| **Contact Name** |  | **Phone** |  |
| **Project Name**  |  |
| **Reporting Period** |  |

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| **Original Scope of Work** |
| Provide the original scope of work as stated in the grant agreement. If the scope of work has been formally amended by written agreement of both parties, provide the amended scope of work. |
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| **Narrative Discussion** |
| Please include a discussion of project milestone achievements including progress and completion during the current reporting period, along with a discussion of any issues impacting the project’s progress, cost, and/or schedule.  |
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| **Current Status** |
| Are there any anticipated modifications, delays, and/or amendments to the project?  | [ ]  Yes [ ]  No |
| If “yes,” has the ADECA ARDEF Program Manager been notified about anticipated project changes? | [ ]  Yes [ ]  No  |
| Percentage of Grant Funds Drawn this Quarter |  |
| Percentage of Match Funds Expended this Quarter |  |

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| **Upcoming Activities** |
| Provide an overview of any activities scheduled for the upcoming quarter. |
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| **Summary of the Quarter’s Activities** |
| Provide a brief 1-2 paragraph summary of the quarter’s activities. This summary is to be included in the ARDEF Quarterly Report to be published on ADECA’s website.  |
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| Section 5(c) of the Alabama Innovation Act states, “the report shall also be published on ADECA’s website provided however that the details of any specific research project shall not be published on the ADECA website without the written permission of the research entity applying for or receiving the grant.”  **By signing below, I give ADECA permission to publish this “Summary of the Quarter’s Activities” on its website.** |
| Signature:  |

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| **Submitted By:** |
| Name: |
| Title: | Date: |