



WATER RESEARCH FOUNDATION PERIODIC REPORT FORMAT AND CONTENT

- I. Title Page – 1 page (every 3 months)
- Project title and number
 - Periodic Report number and period covered
 - Principal Investigator and organization
 - Project start date and end date
 - Subcontractors, participating utilities and other participants
 - Project funding
 - Project objective
- II. Status Summary – 2 to 5 pages (every 3 months)
- Summary of work tasks completed and accomplishments in reporting period
 - Assessment of actual versus planned progress for each work task
 - Tasks proposed to be completed in the upcoming period
 - Problems encountered
 - Rationale for proposed changes (if any) to the scope of work
 - Presentations, papers, reports
 - List of submitted/published reports (title, author, journal/conference, date)
 - Copy of submitted/published reports and presentations
- III. Technical Summary – 5 to 20 pages (every 6 months – i.e., every other Periodic Report)
- Response to Foundation's (includes PAC's) questions and comments on previous Technical Summary
 - Methods and materials
 - Data and analysis
 - Significant findings
 - Applicability of findings to the drinking water community
- Note: If extensive data or supporting information is included, please use appendix
- IV. Web Site Update – 1 to 2 pages (every 6 months – i.e., every other Periodic Report)
- Project title and number
 - Principal Investigator and organization
 - Reporting period (i.e., period covered by update)
 - Activities and progress since previous Web Site Update
 - Findings of significance to Foundation subscribers and other stakeholders; how/why are they significant?
 - Statement of how overall project results will ultimately benefit Foundation subscribers and the drinking water community