

**TITLE III QUARTERLY PROGRESS REPORT**

Grant Year 2024-2025 | Title III B: 2022-2027 | Title III F: 2020-2025

**Due dates: All Quarterly Reports are due on the 5th business day of the month**.

|  |  |
| --- | --- |
| Activity Title |  |
| Activity Number |  |
| Activity Director |  |
| Project Description  |  |

**Instructions:** For each quarter, complete each part of the report. It will automatically save in your project’s Teams site. Once completing each quarter, notify Dr. Angela Williams via email.

* Part One: [Objective Status](#_Part_One:_Objective)
* Part Two: [Cooperative and Partnership Efforts](#_Part_Two:_Cooperative)
* Part Three: [Challenges](#_Part_Three:_Challenges)
* Part Four: [Travel Log](#_PART_TWO_–)
* Part Five: [Budget](#_Part_Five_–)
* Part Six: [Artifacts](#_Part_Three_–)

**Due Dates**

|  |  |
| --- | --- |
| Quarter 1 | (October 1-December 31, 2024) due January 7, 2025 |
| Quarter 2 | (January 1-March 31, 2025) due April 7, 2025 |
| Quarter 3 | (April 1-June 30, 2025) due July 7, 2025 |
| Quarter 4 | (July 1-Septermber 30, 2025) due October 7, 2025 |

# **Part One: Objective Status**

| **OBJECTIVE #1:** |  |
| --- | --- |
|  | **Quarter #1**  | **Quarter #2** | **Quarter #3** | **Quarter #4** |
| **Anticipated Results:** |
| Target |  |  |  |  |
| Actual Result |  |  |  |  |
| Explanation of Progress |  |  |  |  |
| Level of Accomplishment by Percentage of Objective Completion |  |  |  |  |

| **OBJECTIVE #2:** |  |
| --- | --- |
|  | **Quarter #1**  | **Quarter #2** | **Quarter #3** | **Quarter #4** |
| **Anticipated Results:** |
| Target |  |  |  |  |
| Actual Result |  |  |  |  |
| Explanation of Progress |  |  |  |  |
| Level of Accomplishment by Percentage of Objective Completion |  |  |  |  |

| **OBJECTIVE #3:** |  |
| --- | --- |
|  | **Quarter #1**  | **Quarter #2** | **Quarter #3** | **Quarter #4** |
| **Anticipated Results:** |
| Target |  |  |  |  |
| Actual Result |  |  |  |  |
| Explanation of Progress |  |  |  |  |
| Level of Accomplishment by Percentage of Objective Completion |  |  |  |  |

# **Part Two: Cooperative and Partnership Efforts**

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| --- | --- |
| **Quarter** **or Dates** | **Discussion of Partnership Effort with Other Title III activities or other units of the University** |
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# **Part Three: Challenges**

| **Quarter or Dates** | **Discussion of Challenges Encountered Relative to Program Management, Anticipated Outcomes, and Budget** |
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# **Part Four – Travel Log**

| **Name of Conference, Workshop, Event** | **Location** | **Date of Event** | **How the results/knowledge obtained will be implemented or impacts the activity, department and or institution** |
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# **Part Five – Budget**

|  | **Quarter #1 (25%)** | **Quarter #2 (50%)** | **Quarter #3 (75%)** | **Quarter #4 (100%)** |
| --- | --- | --- | --- | --- |
| Percentage Spent |  |  |  |  |

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# **Part Six – Artifacts**

List any evidence that is being collected to demonstrate the achievement of the objective. Appropriately date for the quarter and provide a brief explanation for each artifact added.

# **----------------------------Do Not Type Below this Line---------------------------**

# **For Executive Director Use Only**

|  |
| --- |
| **Feedback and Comments** |
| Quarter 1  |  |
| Quarter 2 |  |
| Quarter 3 |  |
| Quarter 4 |  |