

**Maryland Offshore Wind Energy Research Challenge Grant
MOWER I Interim Report**

Grant #:

Principal Investigator:

Institution:

Project Title:

Reporting Period:

INSTRUCTIONS: Please provide a status report on your MOWER research project's progress. Respond to each of the sections below and add any additional information that demonstrates progress towards the goals and projected outcomes of your approved grant project. The budget officer should complete the attached budget estimate of expenditures to date. While there is no specific page length for this report, it is likely to range from 3-7 pages excluding the budget form dependent upon the specifics of your project.

I. PROGRESS OVERVIEW

Provide a brief narrative overview of how your research project is progressing. This narrative should be approximately 300 words or less and suitable for inclusion in a summary level executive report that might be made available to policy makers, the grantor, or others. For example, your overview may include:

- A brief restatement of the research problem/questions and what steps have been put in place to begin addressing it.
- Discussion of progress according to the established timetable – e.g. what is and isn't on schedule, any personnel recruiting status updates, whether necessary supplies/facilities, services are secured.
- Narrative about the initial investigations and early/preliminary findings or indicative results.
- Information about any publications or presentations related to the work.
- What has gone well, what is challenging?

II. PROJECT PERSONNEL AND INSTITUTIONAL RESOURCES

Discuss any project personnel issues including any changes to the proposed research team, recruitment of graduate assistants or others included in the

original approved proposal. Indicate the amount of effort for the PI and key personnel to date and whether this is more or less than originally planned. Explain any staffing and effort changes from the original plan.

Describe what if any institutional resources have been committed to the project (e.g. lab, additional staff). If additional external funds have been committed to the project, please indicate here.

III. TECHNICAL APPROACH AND OPERATION PLAN

Describe the major activities undertaken to date and any associated outcomes. Indicate what activities are going according to plan and which if any activities are behind schedule or have not been implemented as expected. Provide an update on the timetable, benchmarks, and milestones indicated in the approved project and report on any measures of project progress and efficacy to date. This section of narrative should answer questions such as but not limited to:

- What infrastructure supporting the work at hand has been put in place?
- What data has been collected?
- What if any modifications have been put in place or may be required to the research process, data collection, etc.

IV. MINOR ADJUSTMENTS OR REQUEST FOR FORMAL AMENDMENTS

Please keep in mind that significant changes to any part of the approved project or project scope must be approved by MEA/MHEC in advance. A formally approved project amendment is required for budget reallocations that are 10% or \$1,000, whichever is greater, across line items, changes in key personnel, significant changes to the technical approach and operation plan, and any change to the research question.

Use this section to discuss any factors that may impede progress or require adjustment to the original plan. Indicate whether you anticipate any difficulties completing all activities on schedule and according to the proposed budget. If so, please explain any anticipated modifications and whether a formal project amendment is required.

V. FINANCIAL REPORT

Have your grants accountant complete the attached budget summary indicating estimated expenditures to date. Attach a brief budget narrative describing the expenditures to date if the budget summary is not fully self-explanatory.