

# “ EXAMPLE ONLY”

## Online Project Status Report

Status report submission: \* Number:

(For Number, please select 1 if this is your first status report, 2 if it is your second status report, etc.)

### Step 1: Identify your project

1.1 \* Enter the "Project Code" provided by the IEEE Foundation

1.2 \* Enter the project title you provided in your grant application form.

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### Step 2: Identify yourself

2.1 Your name and contact information

Title\*  First Name\*  (up to 20 characters) Last Name\*  (up to 20 characters)

Email address \*  (up to 50 characters)

Telephone number \*  (up to 20 characters)

Fax number  (up to 20 characters)

Mailing address \* house number, street, city, state or province, postal code, country (up to 180 characters)

2.2 If there are any changes to your project team, please provide details and an explanation for the changes. (up to 300 characters)

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**Step 3: Please provide the status report for your project in the following sections - these sections are numbered to correspond to sections 3.11 to 3.16 in your application form where you detailed your project. Please refer to your grant application when you are completing the following sections.**

3.11 \* Explain what you have achieved so far with your project (up to 1500 characters)

The Minister of Education has provided \$10,000 and local industries have given \$3,500. We are continuing to seek additional funds from business and industry. A small scale competition was held and a number of corrections were made. The promotional material is complete. We have received a number of commitments from practicing engineers and high school teachers. The Province competition has been announced. The rules and regulations are being drafted and no problems are expected. We are working on the components for the student kits. The next major challenge is to train the volunteers on how to coach student teams. In anticipation of additional work, we have added a fourth person to the team.

The project is slightly behind the original schedule, but we anticipate catching up in the next two months.

3.12 \* Summarize your progress with your project in terms of the steps and projected dates that you provided in your application. You may have modified some dates - please use the actual ones and explain any changes. (up to 1500 characters)

1. Get \$10,000 from Province Minister of Education: 15 Dec 2007 FUNDS RECEIVED
2. Secure \$4,500 from industry: 15 Dec 2007 RECEIVED \$3,500
3. Operate final trial competition: 30 May 2008 COMPLETED
4. Prepare promotional material requesting volunteer teachers and practicing engineers for 2009 competition: 30 Jun 2008 COMPLETED
5. Announce Province wide competition in spring 2009: 30 Aug 2008 COMPLETED
6. Create guidelines, rules and regulations for 2009 competition: 30 Sept 2008 IN PROCESS, EXPECT COMPLETION 30 Oct 2008
7. First Status Report to the IEEE Foundation: 30 Sep 2008
8. Develop student kit parts list: 30 Sep 2008
9. Train teachers and engineering volunteers: 30 Oct 2008
10. Mail kits to schools - assign coaches: 30 Nov 2008
11. Practice competition for volunteers: 15 Feb 2009
12. Visit competition sites throughout Province: 15 Mar 2009
13. Conduct competitions: 30 Apr 2009 to 30 May 2009
14. Second Status Report to the IEEE Foundation: 30 May 2009
15. Assess evaluations and request Minister of Education funding for 2010 competitions: 30 Jun 2009
16. Prepare materials for distribution to other countries and regions: 30 Jul 2009
17. Submit final report: 30 Dec 2009

- 3.13 \* Based on your experience to date, and if there are any changes from your answer to 3.13 in your application, describe how you will measure how the project has been successful. If there are no changes, simply state "no changes from the answer in my application".  
(up to 800 characters)

**No changes from the answer in my application.**

- 3.14 \* If your project will result in an ongoing activity after the project is completed, explain what is being done to ensure its continuity. (The IEEE Foundation does not normally provide ongoing financial support.) (up to 800 characters)

**We anticipate that the project will be replicated in other provinces of the country. The Minister of Education has expressed interest in expanding to other provinces. As Project Leader, I have met with the Minister of Education on two occasions and am sending him periodic updates on progress. In order to facilitate replication in other areas, detailed notes are being maintained to assist others interested in carrying out similar projects. Also, we plan to invite representatives from other provinces to the competition. It is too early to predict the level of activity.**

- 3.15 \* Use this formatted Excel **spread sheet** to provide an updated financial statement for your project, showing the current status of all income and expenses, including all sources and amounts of funding. Please refer to the project budget that was approved by the IEEE Foundation. Send your updated financial statement as an email attachment to **foundation-office@ieee.org** immediately following submission of this status report form.
- 3.16 \* Take the cash flow spreadsheet that you submitted with your grant application, and update it - following the same format as before, then send it as an email attachment to **foundation-office@ieee.org** immediately following submission of this grant status report form.

**NOTE:** If these two completed Excel spreadsheets are not sent to the IEEE Foundation as noted above, your status report will NOT be processed.

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#### Step 4: A copy for your records

You will automatically receive an email message containing a copy of your submission. However, since this form is designed in a printer-friendly format, you can use the PRINT button on your browser if you wish to make a printed copy of your completed form before you press the "Submit this form" button below.

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**Step 5: Submit your Report** By pressing the "Submit this form" button, I certify that all information I have provided is correct to the best of my knowledge. I understand that IEEE funding may be cancelled if this is not the case.

Clear all entries

or

Submit this form