

USDA- SBIR Information Sheet

Interim Reports– Due Mid-Point of Project

Interim technical reports should be submitted at approximately the project mid-point. As many projects receive no-cost extensions, the exact date of the report's submission can vary greatly. In general, approximately 60% of the funded projects submit their Phase I interim report between August and October. Although the length of report is at the discretion of the grantee, most reports are less than 10 pages long. There is currently no standard format or content required by the SBIR program, however the information provided in this checklist should be included in the interim report.

Interim Report Checklist

Cover Page with:

Company Name
Project Director's Name
Contact Information
Proposal Number
Grant Award Number
Project Title

Report should include:

One Page Executive Summary
Progress Toward Original Work Plan
Problems Encountered
Successes To Date