**ABR Umbrella Progress/Final Report Form**

**Capacity Funded Projects**

This template is available to assist you in submitting an annual progress or final report. Questions are just like the online questions. Use this form to answer at your leisure, then cut and paste information to the fields when you are ready to initiate your project online.

**If there is nothing significant to report, please check the box online at** <https://forms.office.com/r/fpB16v6YYE> **and click submit.**

**Project Overview:**

**Project Number:**

*(Site Administrator assigns the Project Number. Should appear in instructions)*

**Project Director:**

**Project Title:**

**Fiscal Year:**

1. **In 2-3 sentences, briefly describe the issue or problem that your project addresses.**
2. **Briefly describe in non-technical terms how your major activities helped you achieve, or make significant progress toward, the goals and objectives described in your non-technical summary.** *Limit response to 1,250 characters (~250 words)*
3. **Briefly describe how your target audience benefited from your project’s activities.** *Limit response to 1,250 characters (~250 words)*
4. **Briefly describe how the broader public benefited from your project’s activities.** *Limit response to 1,250 characters (~250 words)*
5. **Comments: Describe and explain any major changes or problems encountered in approach. Additionally, note opportunities for training and professional development provided, how results have been disseminated to communities of interest, and any new details regarding what the project or program plans to do during the next reporting period to accomplish the goals.** *Limit response to 1,250 characters (~250 words)*

**You are now ready to submit online at** <https://forms.office.com/r/fpB16v6YYE>.

Any questions, contact your site administrator at jdesande@msu.edu.