# STAR Progress Report Procedure

Updated: 10/2021

You must provide progress reports to the Minnesota Department of Natural Resources regarding your Coastal Program grant funded project. Please read these instructions carefully before writing the report. If you have any questions, contact the grant specialist [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us).

For the STAR grants, there is no form; you will report progress via an email ‘check in’. You should expect follow-up questions.

* At the midpoint, use the “Interim Report”. Submit by the 15th of the 4th month of your project.
* At the end of the project, use the “Expiration Report”. Submit by the 15th of the month after project conclusion. You do not need to submit this progress report IF you submit your final report and productions prior to the 15th.

## Instructions

1. Copy and paste the award information and pertinent report into an email.
2. Answer the questions.
3. Add any additional details as appropriate. Submit via email to [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us).

## Award Information

**NOAA Award Number:**

**MLSCP Project Number:**       **Project Title:**

**Project Start Date:**

**Reporting Period**: From:       To:

## Interim Report

1. In one or two sentences, describe project activities completed during this report period.
2. Is the project on-schedule, will you complete it before expiration date? Are you on budget?
3. Do you have any questions or concerns that you would like to share with the Coastal Program, or that we can help you with?

### Expiration Report

1. In one or two sentences, describe project activities completed during this report period.
2. Were you able to complete the project?
3. Did you expend all the grant funds?
4. Did you have any questions or concerns regarding writing the final report, or submitting your products and/or financial forms for reimbursement?

Just a reminder, there is a template for the final report, as well as acknowledgment guidance, on our [website](https://www.dnr.state.mn.us/waters/lakesuperior/grants.html). This final report should be a brief summary of the entire project.