



Organization:
Project Lead:
Report Submitted by:
Date:
Quarters end March 31, June 30, September 30, December 31.

SUBRECIPIENT PROGRAM ACTIVITY REPORT

To the subrecipient:

The purpose of the quarterly reports is to monitor subrecipient activities, accomplishments, challenges and future plans for your work with I-TECH. We hope to use these reports to highlight the excellent work that you are doing as well as to address any challenges or future plans that may need more attention. The more specific you are in the information that you provide, the better we can help you to achieve the important program goals ahead of us. As stated in your contract, following the quarterly reporting process is important to ensure the prompt payment of your invoices.

Q1: Describe your activities through the end of this reporting period. Please provide a brief description of major activities (such as important meetings, trainings, site visits, technical assistance, resource production, etc. For trainings, include dates, location, and participant numbers. Please attach any additional training-related information (for example, evaluation summaries or training data forms).

Q2: Please summarize any major accomplishments/outcomes during this reporting period (not described above). Describe progress towards achievement of workplan objectives, PEPFAR targets, or Scope of Work deliverables. Please include a brief description of any quality assurance or assessment procedures.

Q3: What challenges/concerns have you faced during program implementation? What are your plans to address these challenges? What assistance do you need to overcome them?

Q4: What else would you like us to know (technical issues, future plans, staffing changes, etc.)?