

## USDA- SBIR Information Sheet

### Interim Reports– Due Mid-Point of Project

Interim technical reports should be submitted at approximately the mid-point of the project. As many projects receive no-cost extensions, the exact date of the report's submission can vary greatly. In FY 2004 approximately 60% of the funded projects submitted their phase I interim report between the August 22— October 22. 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 the checklist below must be included.

### Interim Reports Checklist

Cover Page with:

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

One Page Executive Summary  
Progress Toward Original Work Plan  
Problems Encountered