



**Principal Investigator (PI) Instructions:** Please fill in Section 1 and complete the following questions in the provided text box. Appendices may be attached to report.

Please submit your report to the Kellogg Legacy Grant Endowment email address at: [kellogglegacy@cpp.edu](mailto:kellogglegacy@cpp.edu). If you have any questions or need assistance with preparing your report, please contact Keith Forward, [kmforward@cpp.edu](mailto:kmforward@cpp.edu).

**Section 1: Project Information**

Project Title:		
Department:		
Individual submitting report with title:		
Individual email:		
Project Investigator (PI):		
Project Investigator email:		
Foundation project #:		
Reporting period	From:	To:
Date of Change/Extension Request Form Submission (if applicable)		

1. Please provide an updated brief project description and overview (50-word description maximum).
2. Describe the project’s accomplishments and overall effectiveness to date, and discuss lessons learned and how they will inform future proposals.
3. What were the quantitative and qualitative metrics of success? Where were these metrics modified during the project? What were the baseline and current metrics?
4. Describe the activities of the project to date. Did these activities follow the proposed timeline, or were modifications made to the timeline? Have any changes affected the project budget? Is the project expected to be under-, on-, or over-budget?



**Kellogg Legacy Endowment Grant  
Mid-year Report Template**



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