**Grain Farmers of Ontario   
SIMPLE REPORT TEMPLATE**

**Principal Investigator(s):**

**Project Title:**

**Reporting Period:**

**GFO Project Code:**

**Status of Actual vs. Intended Outcomes to Date**

* Concisely compare actual progress vs. intended progress to date toward achieving each deliverable in the agreement.
* If you have experienced any challenges in meeting your planned deliverables to date, please discuss them in the subsequent “*Challenges or Changes to the Project*” section.

|  |
| --- |
|  |

**Challenges or Changes to the Project**

* Were there any changes or challenges experienced during this reporting period or expected during the next reporting period? Please select all that apply from the list below:

|  |  |
| --- | --- |
|  | Deviations from the work plan and/or timeline |
|  | Deviations from the budget (e.g., overspend, underspend) |
|  | Change in funding sources/amounts available for the project |
|  | Technical or scientific issues |
|  | Challenges with direction of research or findings |
|  | Equipment and facilities |
|  | Staffing issues (including students) |
|  | Partner or collaborator withdrew from project |
|  | Partner or collaborator interaction issues |
|  | Knowledge transfer |
|  | Other (specify): |

- OR -

|  |  |
| --- | --- |
|  | The project is proceeding entirely as planned without changes or challenges. |

* Briefly explain each of the challenges or changes identified above and how they were (or will be) overcome. Identify any issues that remain without a solution.

|  |
| --- |
|  |