

**U.S. ARMY RESEARCH LABORATORY
ARMY RESEARCH OFFICE**

REPORTING INSTRUCTIONS

U.S. ARMY RESEARCH OFFICE

P.O. BOX 12211

RESEARCH TRIANGLE PARK, NC 27709-2211

CONTENTS

PREFACE	ii
SECTION I. Summary of Reports Required	1
SECTION II. Reporting Details by Report Type	2
A. INTERIM PROGRESS REPORTS (IPR)	2
B. FINAL PROGRESS REPORT (FPR)	3
C. FORECAST EXPENDITURE REPORT (FER)	4
D. MANUSCRIPTS	4
E. REPRINTS	4
F. TECHNICAL REPORTS	5
G. OTHER REPORTS	5
H. MONTHLY & QUARTERLY REPORTS	5
SECTION III. Common Reporting Information.	6
A. GUIDELINES APPLICABLE FOR SUBMISSION OF ALL REPORTS	6
B. DISTRIBUTION OF REPORTS (Reference AR 70-45)	6
C. SECURITY CLASSIFICATION	6
D. PRESENTATION OF UNCLASSIFIED PAPERS AT SCIENTIFIC MEETINGS	7
E. ATTRIBUTION	7
REPORT DOCUMENTATION PAGE (Standard Form 298)	Encl 1
REPORT DOCUMENTATION PAGE (SF298 Continuation Sheet)	Encl 2
FORECAST EXPENDITURE REPORT	Encl 3

PREFACE

The U.S. Army Research Laboratory's Army Research Office (ARO) requires rapid and wide dissemination of the scientific information developed through its contracts and grants. These "REPORTING INSTRUCTIONS" are designed to achieve this objective and are provided as specified in the research agreement.

In accordance with the terms and conditions of your agreement, all submissions are required to comply with these instructions. Successful completion and acceptance of the agreed upon effort is contingent upon the technical information provided and your compliance with the instructions contained herein.

Please consult these reporting instructions regularly and reproduce as necessary to meet your reporting requirements throughout the duration of your agreement. The ARO updates these Reporting Instructions when instructions or formats are modified. Please note that no forms are necessary when reports are submitted online via our extranet, <https://extranet.aro.army.mil>. The current version of our reporting instructions is always available through the ARO public web site at <http://www.arl.army.mil/aro>. Questions may be sent via email to usarmy.rtp.aro.mbx.reports@mail.mil.

DAVID SKATRUD
Director, Army Research Office

SECTION I. Summary of Reports Required

NOTE: ARO requires **on-line** submission of all Interim and Final Progress Reports, <https://extranet.aro.army.mil>. ARO prefers **online** submission of ALL reports via the same web site. Alternatively, reports types other than Interim and Final Progress Reports may be submitted via email to usarmy.rtp.aro.mbx.reports@mail.mil, or through mail (see page 7). ARO's **email size restriction is 10MB**. Both email and mail submissions require Adobe PDF forms, which can be downloaded from our website at <http://www.arl.army.mil/aro> under the Forms Section.

<u>Type of Report</u>	<u>Submission Time</u>	<u>Content</u>	<u>Note (see below)</u>
Interim Progress (IPR)	Annually, within 30 days after 31 July	Semi-technical	(1) (3) (4) (5) (6) New for 2016: (9) (10)
Final Progress (FPR)	Within 90 days following the expiration of agreement	Technical	(1) (2) (3) (5) (6) Updated for 2016: (7)
Forecast Expenditure (FER)	60 days prior to the exercise of an increment or option; FER is not required for IPRs and certain awards; for questions, contact the GOR/ Program Manager of your agreement.	Financial	(3) Updated for 2016: (7)
Manuscript	<u>Submit to the ARO at the same time it is submitted to the journal</u>	Technical	(1) (2) (3) (8) New for 2016: (10)
Reprint	As available	Technical	(1) (2) (3) (6) (8) New for 2016: (10)
Technical	As available	Technical	(1) (2) (3) (6) (8) New for 2016: (10)
Related Materials, Abstracts & Theses	As available		(1) (3) (8)
Monthly & Quarterly	As specified in contract	Tech/Financial	(1) (3)

NOTE (1): Refer questions via E-mail to usarmy.rtp.aro.mbx.reports@mail.mil or call (919) 549-4360.

NOTE (2): If submitted in hard copy, all copies must be duplicable quality (exceptions only).

NOTE (3): Refer questions to the Program Manager assigned to your agreement.

NOTE (4): The following exclusions apply:

- a. If the agreement begins after April 30th, an IPR is **not required** until August 31st of the following year.
- b. If the agreement terminates before October 30th of the final year, an IPR is not required that year.

NOTE (5): Modifications that extend the completion date of the research agreement automatically extend the due date of the Final Progress Report, and may trigger an IPR for the year (where required).

NOTE (6): If not submitting reports on-line, a separate SF298 (Enclosure 1) must be submitted for each report, and SF298 Continuation Sheets, Enclosure 2, or white paper as needed.

NOTE (7): The Forecast Expenditure Report (FER), Enclosure 3, may be required before an option or increment will be exercised. FER may be requested by the GOR/Program Manager of your agreement.

NOTE (8): Must be identified by the Agreement number when not submitted online via our extranet.

NOTE (9): Items with this note listed above require Research Performance Progress Report (RPPR) Compliance. RPPR standardizes online reporting fields DoD-wide and the ARO "Extranet" RPPR online reporting tool enforces that compliance. RPPR does NOT provide for FER reports and so FER reports are not a part of the RPPR submission.

NOTE (10): Items with this note listed above require Research Performance Progress Report (RPPR) Compliance. RPPR does not distinguish between publication types (like manuscript or reprint) but all are submitted as "Articles" and require a publication status. The status choices are listed online.

SECTION II. Reporting Details by Report Type

A. INTERIM PROGRESS REPORTS (IPR)

1. **Content:** An IPR must provide a current record of accomplishments, which will be used as a basis for continuing support of the project. This information is used for various purposes, including justifying the agency's budget request to Congress. IPRs should be written for the intended audience of a program director/manager, who is technically conversant with the research program being supported.

2. **Requirements:** IPRs must be submitted **On-line** at <https://extranet.aro.army.mil/>. **Exceptions** to the **On-line** submissions based on unusual circumstances may be obtained by calling (919) 549-4300. Online submissions do NOT require any additional forms, but the following required information is the same for both online reports and the rarely approved exceptions:

a. "Report Documentation Page, Standard Form SF298" (Enclosure 1) information required:

(1) Block 3, Period covered by report

(2) Block 4, Proposal Title

(3) Block 5a, Contract/Grant number

(4) Block 6, Author(s) of report

(5) Block 7, Performing Organization Name(s) and Address(es) (6) Block 10, ARO proposal number

(7) Block 13, Abstract (**MUST NOT EXCEED THE 200 WORD LIMITATION**). The abstract should include the following components: **specific aims, results of findings and their significance, and plans for the coming year.**

b. "The Report Documentation Page (SF298) Continuation Sheet (Enclosure 2)" or a plain piece of paper must include brief, but complete, information for each of the following categories:

(1) Submissions or publications under ARO sponsorship **during this reporting period**. List the title of each and give the total number for each of the following categories:

(a) Papers published in peer-reviewed journals

(b) Papers published in non-peer-reviewed journals

(c) Presentations

i. Presentations at meetings, but not published in Conference Proceedings

ii. Non-Peer-Reviewed Conference Proceeding publications (other than abstracts)

iii. Peer-Reviewed Conference Proceeding publications (other than abstracts)

(d) Manuscripts

(e) Books

(f) Honor and Awards

(g) Title of Patents Disclosed during the reporting period

(h) Patents Awarded during the reporting period

(2) Student/Supported Personnel Metrics **for this Reporting Period** (name, % supported, %Full Time Equivalent (FTE) support provided by this agreement, and total for each category):

(a) Number of Undergraduate STEM Students

(b) Number of Graduate STEM Students

(c) Number of students that received a STEM degree

- (d) Other Research staff (Name of each, FTE % Supported for each, Total % Supported) should be reported in the Participants section.
- (3) "Technology transfer" (any specific interactions or developments which would constitute technology transfer of the research results). Examples include patents, initiation of a start-up company based on research results, interactions with industry/Army R&D Laboratories or transfer of information which might impact the development of products.
- (4) Scientific Progress and Accomplishments (description should include significant theoretical or experimental advances)
- (5) "Copies of technical reports," **which have not been previously** submitted to the ARO, should be submitted concurrently with the Interim Progress Report. (**See page 6 "Technical Reports" section for instructions.**) However, do not delay submission while awaiting Reprints of publications.

B. FINAL PROGRESS REPORT (FPR)

1. Content: The FPR covers the ENTIRE PERFORMANCE PERIOD with the following exception: Data referenced above in paragraph Section II.A.2.b. should be submitted for the **final reporting period only**, unless it has not been previously submitted. The final reporting period begins with the first day following the last IPR performance period (August 1, 20xx) or the first day of the agreement, whichever is later, and ends on the last day of the agreement. NOTE: Please do not delay submission while you are waiting for Reprints of publications, as these can be submitted at usarmy.rtp.aro.mbx.reports@mail.mil.

2. Requirements: Final Progress Reports **must be submitted On-line** at <https://extranet.aro.army.mil>. **Exceptions** to this requirement based on unusual circumstances may be obtained by calling (919) 549-4300. The rarely approved **Exceptions require the following**:

- a. A completed "DD Form 882 (Report of Inventions and Subcontracts)
- b. "Final Progress Report," including the following information:
 - (1) Foreword (optional)
 - (2) Table of Contents (if report is more than 10 pages)
 - (3) List of Appendixes, Illustrations and Tables (if applicable)
 - (4) Statement of the problem studied
 - (5) Summary of the most important results
 - (6) Bibliography
 - (7) Appendixes
- c. A "Standard Form 298 (Enclosure 1)," including the following required entries:
 - (1) Block 2, Report Date
 - (2) Block 3, Report Type and Dates Covered
 - (3) Block 4, Proposal Title
 - (4) Block 5a, Contract/Grant Number
 - (5) Block 6, Author(s)
 - (6) Block 7, Performing Organization Name(s) and Address(es)
 - (7) Block 13, Abstract (must not exceed the 200 word limitation)
 - (8) Block 14, Subject Terms
 - (9) Block 15, Number of Pages
- d. "The Report Documentation Page (SF298) Continuation Sheet (Enclosure 2)" or a plain sheet of paper must include all information listed in Section II.A.2.b above. This information is applicable to the final reporting period only.

e. "Technical reports," which have not been previously submitted to the ARO, should be submitted concurrently with the Final Progress Report. (See page 6 "Technical Reports" section for instructions)

C. FORECAST EXPENDITURE REPORT (FER)

1. Content: The research agreements awarded by ARO are reviewed before a decision is made to provide additional funding. The FER is **NO LONGER** a part of the IPR submission. However, the **ARO may request an out of cycle online submission** or send a FER (Enclosure 3) to the awardee 90 days prior to the exercise of incremental or optional funding. **FER is not required for certain awards; for questions, contact the GOR/ Program Manager of your agreement.**
2. Requirements: Upon receipt of a request or form from ARO, **complete SECTION 2 and return or submit online**:
3. Submission: Return the completed report **within 30 days of receipt** via email to the Program Manager or hardcopy via mail to:

U.S. Army Research Office
ATTN: (Monitors name provided by ARO)
P.O. Box 12211
Research Triangle Park, NC 27709-2211.

PLEASE NOTE: FOR AGREEMENTS REQUIRING A FER, ACTION WILL NOT BE TAKEN WITH RESPECT TO PROVISIONS FOR ADDITIONAL FUNDS UNTIL THE COMPLETED FER IS RECEIVED.

D. MANUSCRIPTS

1. Content: Each Manuscript submitted for publication must be forwarded to the ARO at the same time it is submitted to the journal. **Online submission** is preferred and does not require a Standard Form 298. Email or Hardcopy submissions will be accepted. Hardcopy submissions must be clear enough for optical scanning.
2. Requirements: The name of the journal should be noted and credit must be given for sponsorship by the U.S. Army Research Office as specified on Page 8 of this document under "**Attribution**". Manuscripts submitted via email or hardcopy must be identified by the ARO Contract/Agreement number.
3. RPPR Online: When submitted via the online RPPR site, you submit these as "Articles" and provide a publication status.

E. REPRINTS

1. Content: Reprints are publications, which must be submitted to the ARO as they become available. **Online submission** is preferred and does not require a Standard Form 298. Reprints will be accepted via email or hardcopy. Hardcopy submissions must be clear enough for optical scanning.
2. Requirements: Reprints submitted via email or hardcopy must be identified by the ARO agreement number and one copy of a Standard Form 298 (Enclosure 1) containing the following information:
 - (a) Block 3, Report Type
 - (1) Peer Reviewed Reprint, or
 - (2) Non-Peer Reviewed Reprint
 - (b) Block 4, Report Title
 - (c) Block 5a, Contract/Grant Number
 - (d) Block 6, Author(s)
 - (e) Block 7, Performing Organization Name(s) and Address(es)

(f) Block 13, Abstract (**must not exceed the 200-word limit**)

(g) Block 14, Subject Terms

(h) Block 15, Number of pages

3. RPPR Online: When submitted via the online RPPR site, you submit these as “Articles” and provide a publication status.

F. TECHNICAL REPORTS

1. Content: Technical Reports are documents written for the permanent record to convey scientific and technical information on results obtained from activities relating to a single project, task, or agreement within the DoD R&D program. The U.S. Army Research Office prefers all technical information to be reported through Reprints of publications in recognized scientific journals. Those which cannot be published may be submitted as a “Technical Report.”

2. Requirement: Technical Reports must be furnished to the ARO as they become available. **Online submission** is preferred and does not require a Standard Form 298. Technical Reports submitted via email or hardcopy must be identified by a completed Standard Form 298.

Standard Form 298 (Enclosure 1) required fields:

(1) Block 2, Report Date

(2) Block 4, Report Title

(3) Block 5a, Contract/Grant Number

(4) Block 6, Author(s)

(5) Block 7, Performing Organization Name(s) and Address(es)

(6) Block 13, Abstract (must not exceed the 200 word limitation)

(7) Block 14, Subject Terms

(8) Block 15, Number of pages

G. OTHER REPORTS

Related Materials, Abstracts, Theses, and any other type of report not specifically addressed in this document must be **submitted online** or submitted with an identifying Grant Contract/Agreement number.

H. MONTHLY & QUARTERLY REPORTS

Monthly and Quarterly Reports must contain the information required by the contract. Invoices are submitted online via WAWF at <https://wawf.eb.mil/> and invoices will not be approved until the corresponding report is received. Please do not include courtesy copies of invoices. **Online submission** of reports at <https://extranet.aro.army.mil> is preferred.

The due dates for Monthly and Quarterly Reports are based on the Agreement Begin date, not calendar months or quarters. The correct due dates are reflected on the ARO Extranet.

Email submissions **MUST** include a completed “Report Documentation Page, Standard Form SF298” (Enclosure 1) with the following information:

(1) Block 3, Period covered by report

(2) Block 4, Proposal Title

(3) Block 5a, Contract/Grant number

(4) Block 6, Author(s) of report

(5) Block 7, Performing Organization Name(s) and Address(es)

(6) Block 10, ARO proposal number

SECTION III. Common Reporting Information.

A. GUIDELINES APPLICABLE FOR SUBMISSION OF ALL REPORTS

1. ARO prefers **online** electronic submission of all reports at <https://extranet.aro.army.mil>. Electronic Mail (email) is preferred over hardcopy. If neither form of electronic submission is possible, hard copies of Manuscripts and Technical Reports will be accepted.

2. **Electronic Mail (E-mail) submission**, regardless of report type, requires a completed form SF298, continuation sheets and applicable reports as attachments to the electronic mail. Forms, continuation sheets, and reports must be **BUNDLED INTO A SINGLE PORTABLE DOCUMENT FORMAT (PDF) file, unless the file exceeds 10MB**. Under those circumstances, the file may be split as needed. Extremely large files may be mailed on CD or submitted online.

NOTE: PLEASE ENSURE THAT THE ELECTRONIC DOCUMENTS SUBMITTED HAVE **SECURITY TURNED OFF AND ARE NOT PASSWORD CONTROLLED**. If the document is password protected, the ARO reports processing team cannot import the documents into ARO's Electronic Document Management System. If you have additional questions, please call COM: 919-549-4300 or DSN: 832-4300.

3. **SUBMISSION:**

Online-Electronic for any type of report: <https://extranet.aro.army.mil>

Mail Hard Copy Reports to:
U.S. Army Research Office
ATTN: RDRL-ROS-I (Reports)
P.O. Box 12211
Research Triangle Park, NC, 27709-2211

Over night express to:
U.S. Army Research Office
ATTN: RDRL-ROS-I (Reports)
4300 South Miami Blvd
Durham, NC 27703-9142

Electronic Mail (E-mail)
usarmy.rtp.aro.mbx.reports@mail.mil

This email address may be used for submission of any report, except IPRs and FPRs, unless otherwise specified in your agreement. IPRs and FPRs will be accepted via email by **EXCEPTION ONLY**, which must be obtained by calling (919)549-4300. Exceptions are granted for technical issues only, which cannot be resolved.

B. DISTRIBUTION OF REPORTS (Reference AR 70-45)

ARO will make primary distribution to the Defense Technical Information Center (DTIC), who secondarily distributes the unclassified and unlimited distribution reports to the National Technical Information Service (NTIS) for sale to the general public. DTIC distributes limited distribution reports according to the limitations imposed by the sponsoring agency.

ARO will maintain an Official Distribution List of agencies, offices, contractors, and individuals who will be notified of report availability. All parties on the Official Distribution List will receive a notification of report availability and instructions on how to obtain the report. DTIC accession numbers are recorded and maintained to facilitate possible future purchases from DTIC or NTIS. Upon request, ARO will furnish the investigator a copy of the Official Distribution List. Unclassified reports may be sent to individuals without prior clearance from the ARO.

All expenses incurred for the preparation and distribution of reports for the ARO are reimbursable under the agreement (contract or grant.) The printing and distribution of reports for unofficial distribution will be at the contractor's or grantee's expense.

C. SECURITY CLASSIFICATION

All basic research agreements (contracts and grants) initiated by the U.S. Army Research Office are UNCLASSIFIED. There may be instances where a report contains information which requires classification in the interest of the National Defense. When the Principal Investigator believes the information developed should be CLASSIFIED; he/she will notify the Contracting Officer's Technical Representative immediately. Classified reports **will not** be distributed unofficially.

D. PRESENTATION OF UNCLASSIFIED PAPERS AT SCIENTIFIC MEETINGS

Papers resulting from unclassified projects sponsored by the U.S. Army Research Office may be presented without prior clearance.

E. ATTRIBUTION

DFARS clause 252.235-7010 requires Research and Development (R&D) contractors to acknowledge the Government's support in the publication of any material based on or developed under their contracts in the following terms:

This material is based upon work supported by, or in part by, the U. S. Army Research Laboratory and the U. S. Army Research Office under contract/grant number

_____.

REPORT DOCUMENTATION PAGE (Standard Form 298)

REPORT DOCUMENTATION PAGE				<i>Form Approved OMB No. 0704-0188</i>	
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>					
1. REPORT DATE (DD-MM-YYYY)		2. REPORT TYPE		3. DATES COVERED (From - To)	
4. TITLE AND SUBTITLE			5a. CONTRACT NUMBER		
			5b. GRANT NUMBER		
			5c. PROGRAM ELEMENT NUMBER		
6. AUTHOR(S)			5d. PROJECT NUMBER		
			5e. TASK NUMBER		
			5f. WORK UNIT NUMBER		
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)				8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)				10. SPONSOR/MONITOR'S ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			19b. TELEPHONE NUMBER (Include area code)

Standard Form 298 (Rev. 8/98)
Prescribed by ANSI Std. Z39.18

INSTRUCTIONS FOR COMPLETING SF 298

1. REPORT DATE. Full publication date, including day, month, if available. Must cite at least the year and be Year 2000 compliant, e.g. 30-06-1998; xx-06-1998; xx-xx-1998.

2. REPORT TYPE. State the type of report, such as final, technical, interim, memorandum, master's thesis, progress, quarterly, research, special, group study, etc.

3. DATE COVERED. Indicate the time during which the work was performed and the report was written, e.g., Jun 1997 - Jun 1998; 1-10 Jun 1996; May - Nov 1998; Nov 1998.

4. TITLE. Enter title and subtitle with volume number and part number, if applicable. On classified documents, enter the title classification in parentheses.

5a. CONTRACT NUMBER. Enter all contract numbers as they appear in the report, e.g. F33315-86-C-5169.

5b. GRANT NUMBER. Enter all grant numbers as they appear in the report. e.g. AFOSR-82-1234.

5c. PROGRAM ELEMENT NUMBER. Enter all program element numbers as they appear in the report, e.g. 61101A.

5e. TASK NUMBER. Enter all task numbers as they appear in the report, e.g. 05; RF0330201; T4112.

5f. WORK UNIT NUMBER. Enter all work unit numbers as they appear in the report, e.g. 001; AFAPL30480105.

6. AUTHOR(S). Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g. Smith, Richard, J, Jr.

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES). Self-explanatory.

8. PERFORMING ORGANIZATION REPORT NUMBER. Enter all unique alphanumeric report numbers assigned by the performing organization, e.g. BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2.

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES). Enter the name and address of the organization(s) financially responsible for and monitoring the work.

10. SPONSOR/MONITOR'S ACRONYM(S). Enter, if available, e.g. BRL, ARDEC, NADC.

11. SPONSOR/MONITOR'S REPORT NUMBER(S). Enter report number as assigned by the sponsoring/monitoring agency, if available, e.g. BRL-TR-829; -215.

12. DISTRIBUTION/AVAILABILITY STATEMENT. Use agency-mandated availability statements to indicate the public availability or distribution limitations of the report. If additional limitations/ restrictions or special markings are indicated, follow agency authorization procedures, e.g. RD/FRD, PROPIN, ITAR, etc. Include copyright information.

13. SUPPLEMENTARY NOTES. Enter information not included elsewhere such as: prepared in cooperation with; translation of; report supersedes; old edition number, etc.

14. ABSTRACT. A brief (approximately 200 words) factual summary of the most significant information.

15. SUBJECT TERMS. Key words or phrases identifying major concepts in the report.

16. SECURITY CLASSIFICATION. Enter security classification in accordance with security classification regulations, e.g. U, C, S, etc. If this form contains classified information, stamp classification level on the top and bottom of this page.

17. LIMITATION OF ABSTRACT. This block must be completed to assign a distribution limitation to the abstract. Enter UU (Unclassified Unlimited) or SAR (Same as Report). An entry in this block is necessary if the abstract is to be limited.

REPORT DOCUMENTATION PAGE (SF298 Continuation Sheet)

FORECAST EXPENDITURE REPORT
(IMPORTANT!>>>YOU MUST REPLY TO RECEIVE ADDITIONAL FUNDING<<<)

The research agreement identified below is under consideration for additional funding. The contemplated funding, resulting in an extension to the performance period of the agreement, is consistent with the terms and conditions of the agreement. Before a decision can be made to provide the additional funding, the following information is needed: (i) an accounting of costs incurred to date and (ii) a projection of financial needs for the period of the agreement extension. Please complete SECTION 2, below **within 30 days of receipt of this request** and return to: U.S. Army Research Office, ATTN: (Name provided by ARO) P.O. Box 12211, Research Triangle Park, North Carolina, 27709-2211.

SECTION 1: GENERAL INFORMATION – Provided by ARO

ARO Proposal Number: (Provided by ARO)	Total Anticipated Award: (\$ Provided by ARO)
Agreement Number: (Provided by ARO)	Amount Funded to Date: (\$ Provided by ARO)
Agreement Period: From - To (Provided by ARO)	Currently Funded Through: (Provided by ARO)
Recipient: (Provided by ARO)	Planned Funding: (Provided by ARO)
Principal Investigator: (Provided by ARO)	Planned Extension Funding: (Provided by ARO)
ARO Technical Monitor: (Provided by ARO)	
ARO Technical Monitor's E-mail: (Provided by ARO)	Monitor's Phone #: (Provided by ARO)

SECTION 2: ACCOUNTING AND FORECASTING OR EXPENDITURES – Completed by PI

1. Expenditures (cost incurrence from date of contract/grant initiation) as of date of receipt of this request or as of most recent cut-off in accounting records: \$ _____
2. Additional projected expenditures before (date entered by ARO): \$ _____
3. Total of items 1 and 2: \$ _____
4. Forecast expenditures for the proposed (number) months period of extension: \$ _____*
5. The **required annual Interim Progress Report** covering the previous calendar year was submitted on _____. Detailed instructions can be found in the Reporting Instructions Section of the ARO Home Page at <http://www.aro.army.mil>.

Date: _____

Signature _____
Principal Investigator

* The forecast cannot exceed the planned level of funding identified in SECTION 1. If the forecast expenditures differ significantly from the budget previously negotiated and included in the research agreement, a new budget must be submitted. A "significantly different" budget is defined as (i) a decrease in the planned funding level cited above or (ii) a deviation of 10% (plus or minus) to any cost element (direct labor, indirect expense, travel, etc.) included in the budget.

SECTION 3: FOR U.S. ARMY RESEARCH OFFICE USE ONLY – Completed by TM

- | | |
|--|---|
| <input type="checkbox"/> Recommend funding at level cited in SECTION 1, above. | <input type="checkbox"/> Recommend no additional funds be provided at this time. |
| <input type="checkbox"/> Recommend funding consistent with revised budget of principal investigator. | <input type="checkbox"/> Recommend extension of agreement through _____ without additional funds. |
| <input type="checkbox"/> Recommend funding in amount of \$ _____ (Comments attached) | <input type="checkbox"/> Other (Explanation attached). |

Date: _____

Signature _____
Technical Monitor