# USDA APHIS Veterinary ServicesFarm Bill National Animal Disease Preparedness and Response Program (NADPRP) Quarterly Performance Report

# *Please REMOVE ALL italic INSTRUCTIONS Before Submitting your quarterly performance report.*

## Project Title: *Insert project title as shown in the Work Plan. This information remains the same for the life of the project.*

## Report Date: *Add the NEW date for this report (update every quarter)*

## Submitted By: *Name of person who wrote this report*

## Project Profile *Most of this information is found on the Award Face Sheet.*

RECIPIENT ORGANIZATION:

NADPRP PROJECT ID:

FAIN:

AWARD AMOUNT: $

PERFORMANCE PERIOD:

RECIPIENT PROGRAM CONTACT:

RECIPIENT ADMINISTRATIVE CONTACT:

APHIS VS PROGRAM MANAGER:

## Work Plan Objectives

*List the Project Objectives* ***from the Work Plan****. This information remains the same for the life of the project unless the project is amended. All activities (completed or planned) described in the performance report must align with one or more of these objectives.*

1.
2.
3.

## Project Summary

*This should be a short overall project description of NO MORE THAN 250 WORDS that APHIS will use in public reports to Congress, stakeholders, and others. It should describe the purpose of the project, activities to be performed, deliverables, and intended beneficiaries. This information remains the same for the life of the project unless the project is amended.*

## Activities Completed This Quarter, by Objective

*For each objective, briefly describe the significant activities that were completed this quarter that demonstrate progress on the project, including the date completed for each significant activity. Provide enough detail so that readers can understand what was completed. If nothing was completed this quarter, state ‘no new activity this quarter’.*

*This information is needed to process claims. To approve a claim for reimbursement, the performance report must describe the activities that occurred that justified the expenses.*

## Activities Planned for Next Quarter, By Objective

*For each objective, BRIEFLY describe activities planned for the next quarter, including target dates. If nothing is planned for the next quarter, type “No activity planned for next quarter”. If nothing is planned for the next quarter, state ‘no activity planned for the next quarter’.*

## All Major Project Accomplishments to Date, By Objective

* *For each objective, BRIEFLY describe the MAJOR activities, events, or deliverables completed in the project to date, including the date completed and a description of what was completed.*
* *For all major accomplishments describe tangible products that were produced (e.g., reports, presentations, SOPs, websites, articles, training materials), dates of events, who participated, quantitative information (e.g., number of trainings or exercises, the number of people participating in an exercise). Describe collaborations that added to success of the activity.*
* *Update and refine this section each quarter as MAJOR accomplishments are completed. Do not include minor activities or planned activities in this section.*
* *Major accomplishments should be written for an audience outside of the project team who may not know the details of the activities or the impact and value of the project’s deliverables. Take a moment to briefly explain the significant activities, deliverables, and outcomes of your work.*

## Significant Changes to the Work Plan

*Use this section to describe deviations from the original Work Plan. Work Plan changes must be approved by the VS Program Manager, and significant changes require a revised Work Plan and Schedule. Contact* *vs.nadprp@usda.gov* *for guidance.*

## Success Stories

*Optional.* *Briefly describe any unique events, outcomes, successes, or evidence of positive change related to the project that provides a narrative of a project success.*