**NNLM Mid-Year Project Report**

**PROJECT INFORMATION**

Title of project: Click here to enter text.

Name of the person submitting the report: Click here to enter text.

Email: Click here to enter text. Phone: Click here to enter text.

Date Submitted: Click here to enter text.

**PROJECT OBJECTIVES**

Please list the goals and objectives presented in your project application.

Click here to enter text.

**PROGRESS**

Describe the progress made towards meeting the goals and objectives to date.

* *What steps and activities have been undertaken to accomplish your goals and objectives?*
* *How did each team member contribute to the project?*
* *Please list resources or material that has been developed as a part of this project. (e.g., promotional materials, online resources, curriculum.)*

Click here to enter text.

**PROBLEMS OR BARRIERS ENCOUNTERED**

List any problems or barriers you encountered when pursuing your objectives, including (but not limited to) the areas of promotion/marketing; scheduling; training; equipment/telecommunications; personnel/staffing; unanticipated budgetary issues; web site and resource development; exhibiting; translations; and partnerships.

Click here to enter text.

**EVALUATION**

Please revisit the evaluation plan included in your project application. List the evaluation tools that have been developed or implemented for the project to date.

Click here to enter text.

**ADDITIONAL INFORMATION**

* Remember that awardees are required to submit invoices quarterly, please submit invoices following the procedure outlined in the Funded Projects Guide.
* An Activity Report is required for any training or presentation completed as a part of the project, this process is outlined in the Funded Projects Guide.
* The NNLM Regional Medical Library provides a number of educational materials that can be incorporated into your project, please request materials using the [Informational and Printed Materials](https://www.nnlm.gov/guides/order) order form.
* Region 1 is available to assist you, please reach out for support throughout your project.

**THANK YOU**

Please return the completed mid-year report to your coordinator, if you are unsure of who is assigned to your project, please contact the Region 1 at nnlm@hshsl.umaryland.edu.