**<Place on sponsor or consultant letterhead>**

**Progress Report # XX**

**Date:**

Study Name:

Study Sponsor:

Contact Name & Email:

Reporting Period (begin date-end date):

**Activities completed this period:**

**Task 1: <insert name of task from ARC contract>**

* <detail activities completed here>
* <use as many bullets needed>

**Task 2: <insert name of task from ARC contract >**

* <use as many bullets needed>

**Task 3: <insert name of task from ARC contract >**

* <use as many bullets needed>

**Task 4: <insert name of task from ARC contract >**

* <use as many bullets needed>

**Task XX** (list additional tasks as needed)

**Upcoming tasks, deliverables and activities:**

* <Enter text>

**Issues, comments and schedule status:**

* <Enter text>