1. Title of project
2. Principal Applicant (Name, Faculty/Unit, and Department/School)
3. Principal Applicant e-mail
4. Co-Applicant(s): (Name(s), Faculty/Unit, and Department/School/E-mail)
5. Project summary (maximum 150 words)

Please note that this summary will be posted to the LITE Grant website.

1. Intended project goals/outcomes and research questions investigated (if applicable) These may be re-stated from the original grant application. If the focus of the project has shifted, please explain.
2. Preliminary findings/insights
3. Project timeline: Please reproduce the timeline from the original grant proposal and indicate what tasks/milestones have been completed, are in progress, and remain to be completed. If the timeline and associated milestones, etc. have changed, please explain the changes and provide a revised timeline. Timelines should also include dissemination plans (e.g., conferences presentations, departmental meetings, article submissions, etc.).
4. Budget accountability. Please show the following:
	* Total amount of grant
	* Planned expenses for Year 1 (as stated in the LITE Grant proposal) versus actual expenses
	* If the project’s focus and/or timeline have changed, please note any impact this has had or will have on the budget. For example, please indicate if you will be carrying over any funds from Year 1 to Year 2, and/or if changes to the project require less funding in Year 2 than originally planned. Please note that funding above the amount originally awarded will not be granted.