**CAAP Quarterly Report**

**[Date of Report]**

*Project Name:*

*Contract Number:*

*Prime University:*

*Prepared By:[Name, email, phone number]*

*Reporting Period:[Start Date – End Date]*

**Project Activities for Reporting Period:**

[Include the major activities that were completed during this activity. Please describe the relevant tasks in the proposal that have been completed or status of their process]

**Project Financial Activities Incurred during the Reporting Period:**

[Include a cost breakdown list to indicate the expenses during the reporting period in each of the categories according to the budget proposal.

**Project Activities with Cost Share Partners:**

[Include the major activities that were conducted during this reporting period with cost share partners]

**Project Activities with External Partners:**

[Include the major activities that were conducted during this reporting period with any external partners or sub-universities]

**Potential Project Risks:**

[Include potential projects risks that have been noticed, and those that may arise in the next reporting period. This section could also include risks.]

**Future Project Work:**

[Include significant work that will be completed in the next 30, 60, and 90 days]

**Potential Impacts to Pipeline Safety:**

[Include in this section the projects potential impact to pipeline safety at the current phase of the project]