

# **ILC-Americas University-based Accelerator R&D Progress Report Preparation Instructions**

Updated March 26, 2007

The DOE and NSF will review the ILC-Americas program in a 2.5 day meeting at the end of April, 2007, at Fermilab. This review will cover the ILC R&D program at the universities as well as the labs.

Each university ILC R&D project leader should write a brief progress report on the work done on their project. These progress reports will be made available to the reviewers participating in the DOE/NSF review, and information from the reports may be included in the presentations made at the review.

This document provides guidance for the preparation of your progress report. The deadline for the progress reports is **April 16, 2007**. The reports should be sent as .pdf files to [Gerry Dugan](#).

## **Progress Report Guidelines**

### **General Instructions**

Your progress report should be between 2 and 5 pages long.

### **Project Overview**

Provide a general description of your project. Please indicate specifically how this work addresses one or more of the critical R&D needs of the ILC.

### **Progress Report**

Describe the progress to date on your project, since April, 2006, or since the start of your project, whichever is earlier.

### **Final year Project Activities and Deliverables**

If your grant requested funding in FY07, give a specific description of activities, milestones and deliverable items planned for next year. These activities should correspond roughly to those described in your original grant proposal.