

**2024-2025 Student-led Projects in the Arts, Creative Activity, and Scholarship (SPArCS)**  
**Interim Report**  
**Due December 13, 2024**

NAME:

TITLE OF PROJECT:

FACULTY MENTOR:

**I. Progress Report Narrative**

Include a status of your project (what has been completed, ongoing or not yet begun), accomplishments, challenges encountered, and any changes that have been made or planned.  
 (Max 400 words)

Enter your Progress Report Narrative here

**II. Modifications to Planned Timeline**

- If changes in the timeline have been, or need to be, made please enter what was originally planned on the left and the changes in the REVISED column.
- If there are no changes to the timeline originally included in your proposal, leave this section blank.

<b>Time Period</b>	<b><u>Proposal</u></b> Activities, Accomplishments, Outcomes	<b><u>Revised</u></b> Activities, Accomplishments, Outcomes
May - June		
July - August		
September - October		
October - November		
November - December		
Winter Break		
January - February		
February - March		

March - April		

**III. List of NON-PERSONNEL EXPENSES incurred to date**

- Provide a description of the expenditures listed on your approved budget that you have already incurred.
- Do NOT include personnel/payroll.
- Put only one item on each line (e.g., do not include an item purchased and travel expenses on the same line).
- If you do not know the exact cost, put an estimated figure in the COST column.

Cost	Supplies/Operating Expenses: Source and description of item	Travel – destination, mileage, etc.
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		
Enter amount		

**IV. Budget Modification (if appropriate)**

If you need to request a reallocation of your funding into different categories, please submit a new budget spreadsheet with a detailed justification for all line items, including the revisions. Use your original approved budget spreadsheet as a reference, edit the numbers in the budget lines, keep the original justification, and **add the revised justification** for the requested revisions. Note: Your budget should include what you have already spent and what you plan to spend. Email your revised budgets to [ug-research@nau.edu](mailto:ug-research@nau.edu).

**V. Photographs and Bio (if available)**

Please send photos of you working on your project, with brief captions. If you are willing to be featured in our Student Spotlight section of the Undergraduate Research newsletter, please also include a short bio about yourself, including a brief description of your research, why you decided to get involved in undergraduate research, your future plans, and any other fun facts you are willing to share.