



B A S I S

Quarterly Report Guidelines

Reporting Period: Prior 3 month period

Reports due to basis@ucdavis.edu:

Your quarterly report should describe key accomplishments, challenges, meetings or progress over the past three months. These documents do not need to be overly formal, lengthy, or include a significant amount of depth in the initial report; if BASIS management needs additional information on any of the points, we will follow up as needed. Please consider some of the questions below when assembling your quarterly report and report as relevant (feel free to skip those that do not apply for the previous 3 months):

- I. Where is your activity in the implementation of your project? How does that compare to your timeline (from the original proposal or most recent annual work plan, as relevant)?
- II. Have you encountered any major challenges in implementation? How did you resolve them, or how do you plan to resolve them?
- III. Have you had any meetings with stakeholders (particularly USAID)?
- IV. Have you had any changes in implementation partners?
- V. Do you have any preliminary data/analysis (such as initial sales data for an index insurance project, etc.)?
- VI. What is coming down the pipeline for the next three months? What are the anticipated next steps?

These quarterly reports may be submitted as bullet points, or in whatever format is most manageable.