Grantees will report to the Board annually regarding the progress of their research and the use of Program funds. Successful reporting would lead to the renewal of the grant for another year, if requested. Grant Renewal Requests are due January 14, 2013.

**SAMPLE RENEWAL REQUEST**

1. Name of grantee and project
   1. Current address, phone number(s), fax, and email information
2. Summary of work completed to date
3. Outline of work to be completed
4. Accounting of grant money received to date
5. 2013 budget with specific money request in US dollars
6. Attach sample of work to date;i.e. sample chapter, data sheets, drawings, etc.