1. Cover Page
   1. Title of effort
   2. Contract numbers
   3. Appropriate dates – reporting period, date due/submitted, etc
   4. PI name
2. Executive summary
   1. Focus on key technical insights and innovations
3. Technical overview
   1. Brief description of the problem and the work done in the past quarter and how it fits into overall project goals
   2. Include some background **including challenges**, **and key technical insights** leading to your (new) technical approach – How did you come up with this approach and why do you believe this is the right approach?
   3. Describe impact and/or compare against state of the art in this area – why is it important?
4. Technical progress per task and subtask (where appropriate)
   1. Technical progress to date with graphics, charts, data, or other findings as appropriate
   2. Should include details of the approaches used and the outcome achieved (and how you achieved it)
   3. Should tie in/refer to project goals, milestones, and SOW
   4. Refer to development in software (if applicable) in the appropriate task/subtask
   5. Refer to publications and presentations resulting from task/subtask
5. Collaborations
   1. Detail progress made in collaboration with SIMPLEX partners
   2. Include next steps in collaborative work
6. Next steps
   1. Detailed description of anticipated work in the next quarter listed with SOW/milestone and timescale
7. List of publications and software (as many pages as needed)
   1. Include PDF versions of papers (pre-print and final, as it becomes available)
   2. Open Catalog submissions – JSON or Excel files
8. Updated Impact slide