

PI Name:
EDGE Project No:

EDGE Contract No:

Economic Development Generating Excellence (EDGE) Quarterly Progress Report Template

Unless otherwise indicated, the *annual and quarterly reporting period will be the most recent calendar year*. Should any field in the template not apply to your project, please enter N/A. Do not include any personally-identifiable health data or other information that may compromise any individual's privacy.

If you have any questions or comments please contact Rachel Waldrop Holzhauser at (405) 319-8288 or Paul G. Risser at risserp@ou.edu.

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Which Quarter is this report for?

	What time period is this report for? MM/YYYY – MM/YYYY
Quarter	

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**Progress Report
Cover Sheet**

Contracting Agency: Oklahoma Economic Development Generating Excellence
(EDGE) - State of Oklahoma

Program Account: EDGE

Contractor:

Project No.:

Contract No.:

P.I.:

EDGE

Funding amount: Year 1: \$ Year 2: \$

Funding period:

Reporting period:

Project Title:

PI Name:

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SUMMARY OF PROGRESS

Progress of your EDGE funded work

This should serve as a comprehensive narrative providing an overall picture of the progress achieved during the most recent calendar quarter. This summary should be 1-5 pages long.

- Include your progress towards the project milestones as listed in your grant agreement. If you made progress on or met a milestone applicable to a previous or future reporting period, please cite that milestone and describe the progress. If you have not made the expected progress on a milestone, please explain why and how you intend to accelerate progress, or alternatively, if the milestone needs to be adjusted.
- Describe, even if duplicative of progress against milestones, the significant events during the reporting period, key findings, changes in personnel, unanticipated obstructions, notable results, etc.
- Describe, even if duplicative of progress against milestones, any issues or questions that you would like to bring to the attention to the EDGE program staff.

Financial statements

Provide a SEPARATE financial statement for your project including a balance sheet, statement of cash flow, and income statement.

1.	EDGE Capital Awarded	
2.	EDGE Capital Deployed	
3.	Gross and Net Monthly Cash Burn Rate	
4.	Quarterly Revenue	
5.	Previous Quarterly Revenue	
5a.	Quarterly EBITDA	
5b.	Outstanding Debt	
5c.	Debt incurred in Quarter	
5d.	Licenses Equity Financing to Date	
5e.	Equity Financing to Date	
6.	Equity Financing to Date	
7.	Equity Financing Raised in Quarter	
8.	Anticipated Financing/ Counterparty/ Target Date	
9.	Grant Money Raised in Quarter	
10.	Grant Money Anticipated	
11.	Most Recent Valuation	
12.	PDF Document Submission of Financial Statements	