CIG Project Trip Report Format

Instructions: Generate a trip report and send it to your supervisor and the National CIG Program Manager (by regular mail addressed to Tessa Chadwick, Financial Assistance Programs Division, USDA NRCS, Room 5241-S, 1400 Independence Avenue, SW., Washington, D.C. 20250 or by e-mail at Theresa.chadwick@wdc.usda.gov). This trip report is to provide a general description of what happened on your trip and your overall impression of how the grantee is progressing. Please ensure that you include responses to the following items/questions.

Traveler:

Dates of travel:

CIG Project name:

Destination:

Purpose of travel:

Does the project meet the CIG program intent?

Does the project address the deliverable(s) outlined in the grant agreement?

Is the project proceeding on schedule? If not, why?

Does the project on the landscape coincide with the Semi-Annual Progress Report (available from the National CIG Program Manager)?

Upon completion of project, will the approach or the technologies be transferable and beneficial to other producers?