

CPBS Year 3 Reporting Requirements

Due Dates

Table 1 lists each reporting deliverable and corresponding deadline that is required of every CPBS project team. **Please make note of these deadlines on your calendar as it is your responsibility to adhere to them.**

Table 1. Due Dates for Reporting Requirements.

Deliverable	Frequency/Due Date	Submit To
Project Charter	One Time: 09/05/2025	CPBS@unm.edu
Data Management Plan	One Time: 09/05/2025	CPBS@unm.edu
Progress Tracker	Three Times: 04/15/2026 10/15/2026 04/15/2027	CPBS@unm.edu
Final Research Report	One Time: 12/04/2026	CPBS@unm.edu
Data Generated During Project	One Time: 12/04/2026	CPBS@unm.edu
Performance Indicators	Two Times: 10/15/2026 10/15/2027	CPBS@unm.edu

Resources

Instructions for each deliverable and form templates are in the [PI Toolbox](#) on CPBS's website. Please contact Mr. Ben Garland at cpbs@unm.edu if you have any questions regarding the reporting requirements.