

**From:** [Ramesh, S K](#)  
**To:** ["terrance.hilton@ed.gov"](mailto:terrance.hilton@ed.gov); [Lang, Shirley A](#)  
**Cc:** [Pohl, Kathleen A](#)  
**Subject:** RE: Monthly Project Update/Report  
**Date:** Wednesday, October 11, 2017 9:41:00 AM

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Good morning Terrance

Thanks for the note. On behalf of our team I wanted to confirm that I have submitted all the monthly reports to date by the monthly deadline. If there are any questions please let me know.

Sincerely

Ramesh

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-----Original Message-----

From: [terrance.hilton@ed.gov](mailto:terrance.hilton@ed.gov) [<mailto:terrance.hilton@ed.gov>]  
Sent: Wednesday, October 11, 2017 7:39 AM  
To: Ramesh, S K <[s.ramesh@csun.edu](mailto:s.ramesh@csun.edu)>; Lang, Shirley A <[shirley.lang@csun.edu](mailto:shirley.lang@csun.edu)>  
Subject: Monthly Project Update/Report

Award: P031C160053 - UNIVERSITY CORPORATION, THE

Good morning/afternoon.

As we begin the FY2017, I wanted to resend this email for both current grantees as well as new ones.

In order to maintain a greater record of the activities that are occurring within your grant, I am asking you to fill out the attached Monthly Project Update. This report is separate from your APR and does not require a substantive response, but more of a summary of any significant activities, accomplishments, issues, that you'd like to share.

This report is for my information and will be used to help you attain the goals that your institution mentioned in its original grant application. Specifically, I want to ensure that if there any issues that have come up within the process of your direction, we together can work to address them in a timely manner as opposed to some months/years into the grant where we may not be able to effectively address the issue(s).

I am asking that the form be completed by the 5th of each month (I do understand that there may be delays in sending it and will be keep that in consideration if it occurs).

Many grantees have been great at sending me your updates; however, some have been complacent in doing so. For your information, this report is MANDATORY and is not an option. Failure to send may result in disciplinary action taken and may have an adverse affect on your grants' performance.

If you have any questions/comments/concerns, please feel free to reach out to me.