

IDEAS PROGRAM QUARTERLY REPORT FORMAT  
PAGE 1: QUARTERLY SUMMARY

REGION \_\_\_\_\_ QUARTER \_\_\_\_\_ FY \_\_\_\_\_

\_\_\_\_\_ Number of IDEAS ON HAND at the beginning of the fiscal year  
(must be the same number reported at the end of the preceding  
fiscal year)

ROW	DATA ELEMENT	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
1	Number of IDEAS RECEIVED (including reconsiderations)				
2	o Number of RECONSIDERATIONS included in Row 1				
3	Total number of IDEAS DECIDED during this quarter (sum of rows 4, 5, and 6)				
4	o Number REJECTED this quarter				
5	o Number ADOPTED this quarter				
6	o Number of TENTATIVE REJECTS this quarter				
7	AVERAGE NUMBER OF DAYS from receipt to decision for Ideas DECIDED IN THE REGION this qtr				
8	TOTAL NUMBER OF DIFFERENT SUGGESTERS who submitted Ideas (cumulative from the beginning of the FY to date)				

PAGE 2 - IDEAS RECEIVING REGIONAL AWARDS

REGION \_\_\_\_\_ QUARTER \_\_\_\_\_ FY \_\_\_\_\_

Please list all Ideas adopted in the Region only during this quarter. The Ideas you list here will be getting only Regional awards either because they were not appropriate for Headquarters' review or because Headquarters did review them and rejected them.

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IDEA NUMBER	TITLE	SUGGESTER(S)	SAVINGS/ BENEFIT*	AWARD AMOUNT**
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- \* List estimated first-year savings (tangible benefits) or range of benefit (e.g., Moderate-Broad) for intangible savings.
- \*\* Indicate the total award authorized for the Idea, even if the entire award amount has not been paid yet. If the award is nonmonetary, please indicate "NM."

USE ADDITIONAL PAGES AS NEEDED

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IDEAS PROGRAM QUARTERLY REPORT FORMAT

PAGE 3 - IDEAS RECEIVING HEADQUARTERS AWARDS

REGION \_\_\_\_\_ QUARTER \_\_\_\_\_ FY \_\_\_\_\_

Please list all Ideas that originated in the Region and which were adopted in Headquarters during this quarter. This information will help the Headquarters IDEAS staff double-check their data.

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IDEA NUMBER	TITLE	SUGGESTER(S)	AWARD AMOUNT*
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- \* Indicate the total award authorized for the Idea, even if the entire award amount has not been paid yet. If the award is nonmonetary, please indicate "NM."

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