**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12091&utm_source=template-word&utm_medium=content&utm_campaign=Simple+Grant+Project+Tracking-word-12091&lpa=Simple+Grant+Project+Tracking+word+12091)Simple Grant Project Tracking Template**

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| **AT RISK** | **TASK CATEGORY** | **TASK DESCRIPTION** | **STATUS** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **COMMENTS** |
|  | Task 1 - enter your own text here |  | Complete |  | 01/16 | 01/21 | 5 |  |
| **X** | Subtask 1.1 | Enter task | Complete |  | 01/18 | 01/21 | 3 |  |
|  | Task 2 - enter your own text here |  | In Progress |  | 01/22 | 01/23 | 1 |  |
|  | Subtask 2.1 | Enter task | On Hold |  | 01/22 | 01/23 | 1 |  |
| **X** | Task 3 |  | Overdue |  | 01/22 | 01/28 | 6 |  |
|  | Task 4 |  | Not Started |  | 01/27 | 01/29 | 2 |  |
|  | Task 5 |  | Not Started |  | 01/28 | 02/04 | 7 |  |
|  | Task 6 |  | Not Started |  | 02/05 | 02/09 | 4 |  |
| **X** | Task 7 |  | Not Started |  | 01/28 | 02/05 | 8 |  |
|  | Task 8 |  | Not Started |  | 02/04 | 02/06 | 2 |  |
|  | Task 9 |  | Not Started |  | 02/07 | 02/10 | 3 |  |
|  | Task 10 |  | Not Started |  | 02/09 | 02/12 | 3 |  |
|  | Task 11 |  | Not Started |  | 02/11 | 02/14 | 3 |  |
|  | Task 12 |  | Not Started |  | 02/15 | 02/17 | 2 |  |
|  | Task 13 |  | Not Started |  | 02/15 | 02/17 | 2 |  |
|  | Task 14 |  | Not Started |  | 02/15 | 02/17 | 2 |  |
|  | Task 15 |  | Not Started |  | 02/15 | 02/17 | 2 |  |

Grant Project Tracking

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