

Quarterly Report:

This needs to be completed by the 7th in addition to the monthly report. The quarterly report differs from the monthly report in that the quarterly report captures progress throughout the fellowship journey, while the monthly report is used primarily for payroll purposes. Both reports are required.

Please see directions on how to complete the quarterly report.

The quarterly report will be used to review the APHL-CDC fellowship journey every quarter (i.e., every three months). These reports help the fellow, mentor, APHL, and CDC identify opportunities that fellows have during each quarter of the fellowship, as well as objectives that fellows have been able to achieve and are still working towards. You can access the quarterly report in the [onboarding portal](#) and it is due by the fellow on the 7th.

CO22BF: In your [onboarding portal](#), you will notice a new tab called 'Quarterly Report.' Please open this tab to review your quarterly report with your mentor and submit it as final by 7th.

CO22AF: This is an updated quarterly report that is different from the progress report document you used previously. This new report will appear in a new tab next to the 'Progress Report' tab of your [onboarding portal](#). Please use the 'Quarterly Report' tab effective immediately.

The process of the quarterly report is as follows:

1. Joint review: fellows and mentors are encouraged to sit down together to collectively discuss the components outlined in the "Reflection and Activity Questions" section of this report.
 - a. Fellows will complete the "Reflection and Activity Questions" and the Fellows Private Feedback Section" on their own by the 7th
2. Mentors will review the fellow's responses to the "Reflection and Activity Questions" section and then add some additional feedback.
 - a. This will open to mentors on the 11th and be due on the 14th

Please keep in mind that in order to submit your quarterly report, you will have to complete all other tabs in your onboarding, including 'Focus on Fellows' and 'Plan of Action.'