**RESEARCH PROGRESS REPORT TEMPLATE**

**Instructions**

Progress reports for the Research Projects are required to be submitted promptly in accordance with the activity plan. It is the responsibility of the Principal Investigator to ensure that the report is submitted as stipulated. The report will be used to assess performance and achievement of milestones and scientific objectives when considering extension requests and reviewing final reports. **The narrative report should be 2-5 pages.**

1. **Project information**

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| --- | --- |
| **Project Number** | *(Number of grant of funding agency)* |
| Title of Project |  |
| Date of award and expected date of completion | *(e.g., 1st July 2015-30th June 2017)* |
| Amount of funding | *(e.g., Total amount across the life of the project)* |
| Report Number and Period | *(e.g., First report 1st July-30th September 2016)* |
| Report submission date | *(State actual date you submit the report not due date)* |
| Name of the PI |  |

**2. Members of the Research Team including the Principal Investigator**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Institution** | **Email** | **Role on the project** |
|  |  |  | *(e.g., Principal Investigator)* |
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**2. Project overview** *(should remain the same for the project period). Briefly describe*

1. Need and Purpose for the study
2. Objectives (of entire project)
3. Timeline and milestones of entire project

**3. Progress Summary** (of report period)

1. Brief narrative of objectives and what was done
2. Preliminary results (including e.g., 1 or 3 Tables)
3. Describe concerns/challenges about the project progress and how you overcame them or plan to overcome them. If none state so.
4. List of Publications, Posters, oral presentations at conferences or seminars
5. Education and outreach (Posters and scientific publications are not considered as outreach). *Include social media e.g., twitter, Facebook, ResearchGate, etc.) links you have used to reach wider audience and the public*

**4. Overall Project progress assessment against set objectives**

*Is the project progress in agreement with the timeline?*

**5. Plans for the next reporting period**

*Provide what is expected to be done in the next phase.*