

## Progress Report Instructions:

- Project Information: Title, PI/co-PI/co-I, Date of approval, Amount of Fund, Estimated date of completion.
- Brief description of the research proposal and aims of the study.
- The report should include a narrative of accomplishments during the last year. Organize the summary by the aims listed in the original submitted proposal, using separate section for each aim. Describe the obtained data, including tables and figures where appropriate. For clinical research this section should include the number of subjects recruited to date.
- Include a section of what is planned for the next year in order to accomplish the aims of the study.
- Include any significant publication or presentation that resulted from this project.
- Include a section where investigators can list any changes made to their existing research plans or protocols.
- Include a budget justification **if there is a major change** from the previously approved budget.
- In case of deviation from the timeline related to unavailability of reagents or slow recruitment of subjects, the PI needs to describe the strategies that would be used to accomplish the Aims during the time remaining, with a rationale and adjustments in the corresponding budget for the next year as applicable.
- If there is significant delay in study initiation due to IRB/ IACUC, patient recruitment process or MOH then the PI may ask for a no cost extension by informing the RC administrator. This needs to be done in writing.