



PROGRESS REPORT GUIDELINES

Progress Reports should not exceed 5 pages of text. If you are required to submit any products, such as survey instruments or papers, you can include them as attachments. **Please follow the format below:**

Title Page

Please include the following information on the front page of your report: name of the project; the dates of the project period covered by this report; the number of this report (e.g. - 1 of 3, 2 of 3, etc.); and the name, address, phone number, and email address of the Lead on the Project.

Reporting Sections

- I. **Background (up to 1 page)** - Restate the goals and objectives of your project and describe what your work is trying to achieve. If your original goals and objectives need to be revised, note this here and then discuss the reasons for the proposed changes in Section III (Accomplishments and Challenges). Briefly summarize the accomplishments and challenges you described in earlier reports.
- II. **Project Implementation and Administration (up to 1 page)** - Describe the major administrative and activities of the project during this reporting period. These could include: hiring of staff, identification of consultants, recruitment of patients or research subjects, inception of a proposed intervention, and establishment of databases.
- III. **Accomplishments and Challenges (1-2 pages)** - This is the most important section of the report and should account for a significant portion of the narrative. First, if your goals, objectives or activities need to change from what was originally proposed and approved, please begin by describing the proposed revisions and discussing the reasons for these changes.

Tell us about challenges you are facing and how you plan to address them. These may include: obstacles to implementation; changes to your protocol or plan; activities originally proposed that cannot be undertaken; and any internal and/or external problems. ***We have chosen to fund inventive and potentially useful projects.*** Sharing the difficulties you are facing helps us to learn from your experience so we can share with other grantees potential problems they may face.

Specific examples of possible challenges include, but are not limited to: unexpected staffing changes, low recruitment rates, delays in setting up services, new regulations, changes in reimbursement, facility mergers, changes in the community that you are working in, or the appearance of a new technology in the field that may affect the issue you are addressing.

- IV. **Plan for the Next Reporting Period (up to 1 page)** - Outline the major tasks that will be undertaken during the next phase of the project. If you wish, this section may be formatted as a timeline or work plan, but should contain sufficient detail to keep us apprised of your plans and progress.



Attachments

Any documents to be shared with us can be added as attachments. Examples of required items which should be included are:

- Copies of reports from any consultants or advisors where applicable.
- Abstracts from presentations made to professional groups or associations, if applicable.
- Copies of educational materials, manuals or other project deliverables, if applicable.
- Charts, tables, graphs, or other summaries of preliminary data.
- Bibliographies or reference lists, if applicable.
- A revised budget of how grant funds have been used to date.