Progress Report Checklist

# WHAT? A Progress Report must be submitted annually according to the schedule outlined in the IRB approval letter, grant award letter, or requested by the Research Office. Write a comprehensive report communicating information on the stage of the study, findings and dissemination, changes, and issues, if applicable.

# WHEN? It must be submitted annually. Check your IRB approval date.

# Report Information Page

# ☐ Project Tracking Number

# ☐ Project Title

# ☐ Project Period

# ☐ Report Submission Date

# ☐ Principal Investigator Name and Email

# ☐ Co-Investigator Name(s)

# Grant Information Page

# ☐ Type of Internal Grant received

# ☐ Type of External Grant received

☐ Details of expenditures, resources purchased

# Study Information Page

# ☐ Summary

# ☐ Progress

# ☐ References

# ☐ Project Changes

# ☐ Investigators Changes (If Human Subject Research, complete the “AHU Delegation Authorization Log”)

# ☐ Research Issues

# ☐ Dissemination(s)

# ☐ Future Dissemination(s)

# ☐ Attachments

☐ **If Human Subject Research approved by the IRB, complete and upload the HRP 202 Form – Continuing Review Application.**