# Progress Report

**The purpose of this template is to facilitate the communication of information among investigators. However, only the online form will be accepted. Copy and paste the information completed in this template into the online form.**

**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**



**Sub-investigator name(s)**



**Sub-investigator(s) email(s)**



## Grant Information Page

### Did you receive an internal grant?

No

Yes, Faculty Research Seed Grant

Yes, Graduate Student Research Grant

**Internal grant**

*Detail the expenditures of the project. List the resources purchased from the budget of this project. Please, include the item, rationale, and price.*

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**Did you receive an external grant? \***

No

Yes, specify the organization and amount.



**External Grant**

*Detail the expenditures of the project. List the resources purchased from the budget of this project. Please, include the item, rationale, and price.*

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## Study Information Page

### Summary

*Please provide sufficiently representative information for the current phase of the project. It must contain the need for this study, aims/objectives, and hypotheses. Include any preliminary results of this study.*



### Progress

### *Provide an assessment of the project (Were the objectives met? Was the timeline followed?) List the activities and timelines planned for the next stages of the project.*



### References

*List the references included in the literature review and discussion of the project.*



### Project changes

### *List any changes made to the project after SRC and IRB approvals or after the last progress report submitted. If none, please add N/A.*



### Investigators changes

### *List any added or removed investigator(s) to the “AHU Delegation Authorization Log”.*



### Project issues

### *Report on any issues that impacted the development and implementation of the project and the management of these issues,* *if applicable.*



### Dissemination(s)

### *Describe any conducted dissemination or accepted plans to disseminate results. If no preliminary dissemination planned, state why (e.g., “The first period of data collection is complete and data analysis has not begun.”) and describe the findings.*



**Future Dissemination(s)**

*Describe the dissemination(s) that you intend to perform.*



### Attachment(s)

### *Attach copies or links of the disseminated documents. (e.g. reports, articles, presentations).*

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### HRP 202 Form – Continuing Review Application

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

### Principal Investigator

*By checking the box, I certify that I have read this report and confirm that to the best of my knowledge it accurately reflects the project’s progress.*

*Check the box.*