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| C:\Users\n205502\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\CSOlogo.gif  **Guidance On Progress Reports (Form 3)** |  |

A Progress Report of no more than 2 pages will be required at 6 months for all projects (except Small Grants). For projects that last for 24 months or less, a progress report is required at 12 months and for those of more than 24 months, a progress report at 18 months is also necessary. The CSO reserves the right to request a progress report at any time in the life of a project.

It should be in the format provided in Form 3 and should, if necessary, include future plans to complete the research project's original objectives. Mention should also be made of any of the original objectives in the grant application which may not be achievable together with, if necessary, proposals for amended objectives. The report should be submitted as an electronic copy.

A Check List at the beginning of Form 3 provides specific information about any problems encountered that may interfere or delay progress of the specific objectives of the project.

Details of expenditure to date should be provided by the Finance Department

August 2016