|  |  |
| --- | --- |
| C:\Users\n205502\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\CSOlogo.gif**FORM 3 (Aug2016)****Progress Report Form** |  |

A progress report is needed at six months for all projects (except Small Grant projects) and at twelve months for projects of 24 months or less in duration. For projects exceeding 24 months a progress report is required at 18 months or when requested by CSO.

**1. Project Details**

|  |  |
| --- | --- |
| Project title: |  |
| CSO Project Reference: |  |
| Start Date: |  |
| Expected Finish Date: |  |

**2. Approvals in place (give details of all the approvals that have been/will be sought, any modifications and the outcomes):**

|  |
| --- |
|  |

**3. Staff recruitment (enter yes or no):**

|  |  |  |  |
| --- | --- | --- | --- |
| Completed: | Choose an item. | Trained: | Choose an item. |
| Any problems?: | Choose an item. | (If Yes,please detail below) |
|  |

**4. Equipment (enter yes or no):**

|  |  |
| --- | --- |
| In place and working: | Choose an item. |
| Any problems?: | Choose an item. | (If Yes,please detail below) |
|  |

**5. Patient/sample recruitment (enter yes or no):**

|  |  |  |
| --- | --- | --- |
| Meeting milestones: | Exceeding milestones: | Not meeting milestones: |
| Choose an item. | Choose an item. | Choose an item. |
| Any problems?: | Choose an item. | (If Yes,please detail below) |
|  |

**6. Are there any:**

* Proposed changes in study objectives/plan;
* Problems/difficulties in meeting the project’s aims;
* Anything else which may affect the outcome of the project.

|  |
| --- |
|  |

**7. Expenditure to date based on CSO provision (details should be provided by the Finance Department):**

Directly Incurred

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Staff | Travel | Other Costs | Equipment | CTR\* | Exc. Items | Sub-Total |
|  |  |  |  |  |  |  |

\* Direct Costs associated with the Clinical Trial Regulations

Directly Allocated

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Staff | Investigators | Estates Costs | Equipment | Other | Sub-Total |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Indirect Costs |  |

|  |  |
| --- | --- |
| CSO Costs (80% of FECs, subject to CSO funding award limits) |  |

**8. Chief Investigator:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | Click here to enter a date. |

**9. Progress report**

<<Please structure your report (NO MORE THAN TWO PAGES) to specifically address the research questions, aims and objectives as stated in the original project application. If possible, use these questions, aims and objectives as subheadings. If there are likely to be any changes to the project in terms of direction or duration as a consequence of your findings they should be given here and discussed with CSO. This text can be deleted>>