PROGRESS REPORT REQUIREMENTS

A Progress Report must be submitted to the Foundation 10 months after the grant funds are paid to the host institution.

The Progress Report should contain the following:

A. Basic Information

Title of Research	
Name of Principal Investigator	
Names of additional Investigators	
Host Institution	
Amount of Grant Awarded (inclusive of any applicable GST)	

Commencement date		Completion date	

B. Progress Report - Content
Write no more than 1,000 words. Your report should contain the following:

1. A brief statement of the objectives of the research indicating to what extent, if at all, they have changed during the course of the research to date.
2. An account of progress on the work.
3. A summary of the major conclusions and achievements of the research to date in relation to its aims, and discussion of their significance.

C. Attachments

1. Attach any diagrams or images that are important to understanding the progress report. Files have a limit of 5 MB.

D. Administrative Matters

1. Detail any changes to the original grant such as protocols, staffing, design, timelines or costings. Include issues and concerns, such as problems encountered with administration of this grant or any other administrative matters.