# **Project Title**

# Progress Report Number

Date

|  |  |
| --- | --- |
| **Project Researchers:** *We have reviewed and agree with the content of this report.* | |
| **Name** | **Signature** |
| Principal Investigator |  |
| Co-researcher |  |
| Co-researcher |  |
| Co-researcher |  |
| Co-researcher |  |
| Co-researcher |  |

## Project Overview

Provide a brief summary of the proposed research project, including a re-statement of the research questions and aims, and a summary of the project’s progress to date.

## Progress against intended timeline

Describe the progress to date against each of the tasks and milestones detailed in the research proposal, and whether these are on track with intended progress. Include completion dates for each milestone. Where progress differs from the proposed timeline (including delays), include descriptions and explanations of these changes.

## Future timeline

Outline the intended tasks, milestones and intended timeline for the remainder of the project.

## Reviewers

We have confirmed that the reviewers in the table below are suitable, willing and available to review the final deliverables (ie final research report, policy brief, and communications release content) for this project. Consult the Deliverables Guidelines for the types of review required for each deliverable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Reviewer** | **Reviewer scope/expertise** | **Contact email address** |
| Choose an item. | Reviewer name | Choose an item. | Reviewer email |
| Choose an item. | Reviewer name | Choose an item. | Reviewer email |
| Choose an item. | Reviewer name | Choose an item. | Reviewer email |
| Choose an item. | Reviewer name | Choose an item. | Reviewer email |
| Choose an item. | Reviewer name | Choose an item. | Reviewer email |

## Risk management

Describe any actual, potential or perceived risks during the project to date or in the future risks, and the proposed mitigation/management strategies.

## Other issues

Discuss any other relevant issues not already covered.

## Appendices

Include any supporting appendices as appropriate (eg preliminary reports and/or findings).