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| --- | --- |
| **Project Reference Number:** |  |
| **Project Name:** |  |
| **Project Period:** | *(e.g., 1 July, 2019 – 30 June 2021)* |
| **Reporting period** | *(e.g., 1 July, 2019 – 30 June 2020)* |
| **Investigators:** |  |
| **Summary** |
| *Please provide a short overview (1-2 paragraphs) of the project:* |
| **Activities and Progress** |
| *Report on activities as outlined in your approved proposal for the period covered by this report and describe any changes to this, including the reasons for these.*  |
| **Outputs and Deliverables** |
| *Describe any preliminary results, outputs or deliverables for this project (e.g. presentations, studies, papers)?. If no preliminary results are available, state why (e.g., “The first period of data collection has only recently been completed and data analysis has not yet begun.”).* |
| **Evaluation** |
| *Provide a brief (4-5 sentence) assessment of your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline.*  |
| **Risks, Issues and Challenges**  |
| *Report on any issues or problems that have impacted on the development and implementation of the project during the reporting period. Detail what impact any issues may have on the achievement of project targets, and set out how you plan to tackle these issues. Report on any unexpected project achievements.*  |
| **Next Steps**  |
| *In this section you should very briefly list the activities planned and/ other information of relevance for the next stage of the project.*  |
| **CI Name:** | **Signature and date:**  |
| **Associate Dean of Research:** | **Signature and date:** |