**Ref:** ACI/D15/XXXX

Research Grants Scheme - Progress Report

|  |
| --- |
| **[Project title]** |
| **[Project description]** |

|  |  |
| --- | --- |
| **Principal Investigator** |  |
| **Date** |  |

**Please note this progress report should not exceed three pages unless there are significant risks or issues to be raised.**

1. **Start date and expected finish date**

Start **Date** Finish **Date**

1. **Current status**(Briefly state current project status against project aims and expected outcomes)

[Details]

1. **What are the key project outcomes and achievements to date?**(Note any publications and/or products resulted from the work undertaken)

[Details]

1. **Have there been any problems?**(Please detail any issues surrounding ethics approval; and any other challenges met that may affect the delivery of the proposed project e.g. personnel recruitment, participation numbers, partnership challenges)

[Details]

1. **Have there been any variations to your project?  Yes  No**(If yes, state any changes implemented or proposed and outline the reasons why)

[Details]

1. **Please list your milestones for remainder of the project.**

|  |  |  |
| --- | --- | --- |
| **MILESTONE / DELIVERABLE** | **ORIGINAL DATE** | **ESTIMATED NEW DATE** |
| [Details] | [Details] | [Details] |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Funding and Budget Utilisation**(including what funding has been requested, received, and spent during the period)

|  |  |  |
| --- | --- | --- |
| **A** | **Funds received from ACI** | **$[000]** |
|  |  |  |
| **B** | **Expenditure details** | |
| **Expenditure type** | **Description** | **Cost** |
| **[e.g. Employee cost]** | [e.g. Hiring of manager from 1/01/2017-30/12/2017] | $[000] |
| **[e.g. Staff training]** | [e.g. Training provided in \*\*\* software] | $[000] |
| **[e.g. Travel cost]** | [e.g. Travel incurred from 1/01/2017-30/12/2017] | $[000] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total expenditure** | **$[000]** |
|  |  |  |
| **C** | **Funds remaining (A - B)** | **$[000]** |

**Please forward a copy of this progress report via email to the ACI Network manager/s who endorsed the study, as well as to ACI’s research manager at** [**ACI-Research@health.nsw.gov.au**](mailto:ACI-Research@health.nsw.gov.au)