**NIHR Three Schools: Dementia Programme**

**Biannual Progress Reporting Form: Research Award**

Please submit the report by the date advised by uploading it to <https://www.sscr.nihr.ac.uk/internal-proposals/three-schools-dementia/dementia-research-project-progress-report-submission/>. Please note that electronic signatures are acceptable.

Biannual reports cover the periods specified in research award contracts (Milestones). The same template can be re-used for each reporting period with updates added to previous submissions.

|  |  |
| --- | --- |
| **Report period** | |
| **Start date:** | **End date:** |
|  |  |

**SECTION 1: Research progress report**

|  |  |  |
| --- | --- | --- |
|  | **Project title:** | |
|  | |
|  | **Principal investigator:** | |
|  | |
|  | **Host institution:** | |
|  | |
|  | **Project start date:** | **Project end date:** |
|  |  |
|  | **Please outline progress on your research project during the reporting period. If there were any difficulties encountered with your project, please describe them and how they have been addressed:** | |
|  | |
|  | **Please outline any public involvement activities undertaken during the reporting period. Please also describe involvement plans for the remainder of the project:** | |
|  |  | |
|  | **Please outline any knowledge exchange and impact activities undertaken during the reporting period. Please also describe plans for the remainder of the project:** | |
|  |  | |
|  | **Please list any outputs from the project (reports, papers etc.):** | |
|  | |
|  | **Please list any presentations from the project:** | |
|  | |
|  | **Please briefly outline activities to be undertaken on the project during the next reporting period (or until the end of your project if that is sooner):** | |
|  | |
|  | **Please outline any areas that may need further discussion with the Programme:** | |
|  | |

**SECTION 2: Progress against contractual milestones**

Please review the contractual milestones for your project below and provide any updates to completion dates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Due date** | **Completion date** | **Comments** |
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**SECTION 3: Expenditure**

Link to financial report: <https://www.sscr.nihr.ac.uk/wp-content/uploads/REPORT_Financial_Resources_Form_Dementia.xlsx>

|  |  |
| --- | --- |
|  | **Please confirm a completed financial report is being submitted as part of your progress report:** |
|  |  |
|  | **Please provide an explanation for any variance between the expected budget for the reporting period and actual expenditure, and how you anticipate any underspend or overspend will be utilised/covered within the project:** |
|  |  |

**Declaration**

|  |  |
| --- | --- |
| **I confirm that the details provided in this report are accurate to the best of my knowledge** | |
| *Insert signature* | |
| Date |  |