# Progress Report for CPAC Grant Opportunities

The purpose of this report is to ensure that candidates are on track to complete their CPAC funded research within time limit set in the proposal. This progress report is to be completed every three months after the dispersion of funds. A more detailed (final) progress report must be completed once the project has been completed.

## Section A

Name(s) of principal investigator(s):

Research title:

Date of grant approval:

Date of ethics approval:       Ethics Application number:

## Section B

**To be completed by the principal researcher(s).**

1. Please describe your progress to date in the space provided below.

2. Please indicate the proposed timeline for the future completion of your research project including specific dates.

3. Has your research timeline stayed consistent with the schedule presented in the original grant application?

Yes [ ]  No [ ]

If **yes**, please continue to question 5. If **no**, please continue with question 4.

4. What issues have delayed your proposed research timeline? Be specific with how and why the timeline has changed from the original grant application and what steps you have taken to ensure the project will be completed as outlined in the original grant application.

5. Please provide information regarding how much of the funding has been spent and anticipated future expenditures. Include information regarding whether or not the project is currently on budget and any anticipated upcoming financial challenges. If you would like to attach a separate document outlining expenses, please do.

Signature of investigator(s):

Date:

## Section C

**To be completed by CPAC representatives.**

Progress is Satisfactory – No action required [ ]

Progress is Not Satisfactory – Action required [ ]

If action is required, please specify:

Enter date for completion of required action:

Name and title of CPAC representative:

Signature of CPAC representative:

Date: