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| **Date of Report:** | **HIS Reference:**  |
| **Lead Applicant:** |
| **Organisation:** |
| **Project Title:** |
| **Start Date:** | **End Date:** |

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| 1. **Overview of progress in relation to the project aims and objectives**
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| 1. **Lay-summary of the project achievements to date**
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| 1. **Summary of project progress with findings and conclusions to date, including key risks**
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| *Please indicate here the project progress in relation to the initial timetable, a table can be used to summarise tasks, progress, recruitment rates per month etc. Figures can be supplied in a separate document.* |

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| 1. **If the grant supports a PhD or MD student, please provide details of their progress, including outcomes of reports or presentations, as well as feedback provided by the supervisory committee**
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| 1. **Breakdown of the actual project costs since start date/submission of previous progress report**
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| --- | --- | --- |
|  | **Detail of cost** | **Amount (£)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **Total:** |  |

*Please add/delete rows in table as required**Please comment on any deviations in costs when compared to the estimated expenditure submitted in the grant application:*  |

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| 1. **Objectives for the next six months of the project**
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| 1. **Issues encountered**
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| * 1. Have you encountered any issues since the project start date/submission of previous progress report?
 | Yes/No |
| *Please comment:* |
| * 1. As a result of the issues stated in 7.1, has the progress of the project been impacted?
 | Yes/No/NA |
| *Please comment:*  |
| 7.3 Have you made any adjustments to reduce the impact of further issues arising during the project? | Yes/No/NA |
| *Please comment:* |

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| 1. **Changes to the project protocol**
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| * 1. Have you needed to request amendments to the original research protocol that was submitted since the start date/submission of previous progress report?
 | Yes/No |
| *Please comment and provide a copy of the protocol amendment with this report:*  |

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| 1. **Follow on research**
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| * 1. Are you planning follow on research? Would you like to discuss support or endorsement from HIS/the HIS community for follow on research?
 | Yes/No |
| *Please comment:*  |

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| 1. **Dissemination of the project results**
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| * 1. Have you presented, or do you plan to present results from this project at a conference or seminar?
 | Yes/No |
| *Please list the events with dates attended and future events you plan to attend, and also provide a copy of your poster or slides from the event where you presented and email together with the report.*  |
| * 1. Do you have publications arising from the project, including articles that have been accepted, or are planned within the next 18-24 months (including estimated date of submission)
 | Yes/No |
| *For all awards, HIS must be given first refusal (for publication in HIS’s journals: Journal of Hospital Infection (JHI) or Infection Prevention in Practice (IPIP)) in respect of publication of any research arising from the HIS-Funded Activity.* |
| * 1. Has this research received any Press/Media coverage?
 | Yes/No |
| *Please provide more details:*  |

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| --- | --- |
| **Signed** | *Insert signature here:* |
| **Name**  |  |
| **Date** |  |

Please email a copy of this completed progress report to grants@his.org.uk