

PROJECT INTERIM REPORT



Reporting on whether your project is running on schedule is an essential requirement of your grant award. Please let us know as soon as possible if you foresee any delay.

Completing the form

All reports are submitted online via a link that is emailed to you, and we will remind you of when these are due.

The **Project Information section** should correspond with the information contained in the grant award letter. Any changes not previously agreed with Sight Research UK during the life of the award must be clearly identified and explained in the report.

For multi-year grants, please complete this within **10 calendar days of receipt**. Failure to do so may result in delays to your grant payments.

PROJECT INFORMATION (as listed in the grant award letter)

SRUK grant number	
Principal investigator (grant holder)	
Co-investigators	
Host institution	
Grant title	
Project completion date	
Date report completed	

1. Is the above information we hold about your research project correct?

☐ All correct **OR** ☐ The following needs changing

PROGRESS YOUR RESEARCH PROJECT HAS MADE SINCE RECEIVING CONFIRMATION OF YOUR AWARD

2. Which option best describes how well your research has progressed since our funding commenced 6 months ago?

Please check only one box.

- ☐ Progress on track
- ☐ Unexpected problems solved and progress back on track
- ☐ Progress slow - unexpected problems being sorted
- ☐ Major problem(s) encountered

SRUK INTERIM REPORTING FORM (EVERY 6 MONTHS)

- ☐ Progress better than expected
- ☐ Progress has led to major discovery

3. If your project is on track, please tell us more about it. (200 words)

4. If your project is currently experiencing difficulties, please provide a brief explanation.

INFORMATION ABOUT THE PROJECT OVERALL SINCE THE RESEARCH STARTED:

5. Where is the project now against where you expected it to be:

- ☐ On track – will complete by the agreed grant date
- ☐ Behind schedule – will not be able to complete by the agreed grant date
- ☐ Request for no-cost extension until (specify date) with explanation. *We do not usually grant no-cost extensions for longer than 6 months:*

6. Is there any other information we should know about progress on your research project?

7. Breakdown of costs for first six months of your project

Please provide a full breakdown of costs for the preceding six month of your project here, or alternatively you can attach an Excel spreadsheet below. Your Finance Team will be able to help. Upon receipt of this report and a breakdown of costs, we will issue the next quarterly grant payment.

Please attach files