

**Progress report – working copy only**

**Please note:**

* This form is relevant for the Systematic Reviews Programme only
* This form is a Microsoft Word version of the online **‘Summary Progress report’** task within the [NETSCC Management Information System (MIS)](https://netscc-mis.nihr.ac.uk/mis/Implementation/Modules/Login/LoginModuleContent.aspx?Config=LoginModuleConfig&Page=Login) – it may be used as a working copy but should not be uploaded into the MIS
* The task owner can give full edit access to the task in the MIS to other project team members by selecting the **‘Access rights’** page on the left-hand menu within the task. Only the task owner will have the functionality to submit this task

Please contact your Research Manager for advice if you have any queries.

| **Question** | **Response** |
| --- | --- |
| **Progress Summary** Please summarise project activity over the preceding reporting period in the context of overall progress against the current project plan | Add content here |
| **Milestone Update** Please refer to all milestones for this reporting period (and any that have been rolled over from previous reporting periods) that are listed in your final application or protocol | Add content here |
| **Ongoing Problems** Please provide a full account of any challenges affecting your project and how you have been working to overcome these | Add content here |
| **Budgetary Planning**If there are any ongoing problems that are affecting your budget, please detail how you are mitigating this | Add content here |
| **Changes to Project**  Please outline any key changes to your project (protocol, project management plan, project staff) since your last report | Add content here |
| **IP Update**Please tell us about any changes relating to Intellectual Property | Add content here |
| **Impact, Outputs and Dissemination**Please provide an update on Impact, Outputs and Dissemination with reference to your original plan | Add content here |
| **Additional Comments** Please note any additional comments relating to this report or anything that has not been covered in any other section | Add content here |
| **PPI Update**Please explain in detail the activity relating to public involvement over the last reporting period with reference to the intentions stated in your application form. You should consider asking PPI representatives to write this section if appropriate. | Add content here |
| **Feedback**We regularly review our processes and your comments are highly valued – please use this space to make any observations you may have regarding your experience | Add content here |
| **Uploads**SRP Progress Report Table | Mandatory upload detailing progress against all review titles to be undertaken by Programme Grant |