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**Final progress report – working copy only**

**Please note:**

* This form is relevant to the HTA, HS&DR, PHR and EME Programmes. It is not relevant to the Systematic Reviews Programme
* This form is a Microsoft Word version of the online **‘Final 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
* It should only be used for the Final Progress Report as it captures slightly different information to the regular progress report.
* 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
* The character count for each section has been made clear in the left hand column – please note that this is **character count** and not word count.

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

| **Question** | **Guidance** | **Response** |
| --- | --- | --- |
| **Progress Summary**  Please summarise project activity over the preceding reporting period in the context of overall progress against the current project plan  Character count: 5000 | * Please summarise project activity over the preceding reporting period in the context of overall progress against the current project plan. * Please give sufficient explanation and detail to enable reviewers to have a clear understanding of the project's current status. | Add content here |
| **Milestone Update**  Please update us on progress with any remaining milestones  Character count: 5000 | * Please refer to all milestones for this reporting period (and any that have been rolled over from previous reporting periods). * If the milestone is in progress, please make it clear whether it is on track or falling behind schedule. * If you feel it would be helpful, please upload a revised Gantt chart that clearly shows any delays. | Add content here |
| **Ongoing Problems**  Please provide a full account of any remaining challenges affecting your project and whether all primary and secondary outcomes will be achieved  Character count: 5000 | * Please provide a full account of any remaining challenges affecting your project and how you are working to overcome these. * We would also like to understand how well the study will deliver against its objectives. * For each objective/outcome please describe the quantity and quality of the data collected so far. * Do you anticipate that the study will provide all primary and secondary outcomes as set out in your application at study completion? If not, please explain what will be missing, and why. | Add content here |
| **Budgetary Planning**  Are there any ongoing problems that are affecting your budget? If so, please detail how you are mitigating these  Character count: 5000 | * If there are any ongoing issues that are affecting your budget, please detail how you are mitigating these. | Add content here |
| **Budget Changes**  Have you made any changes to your budgets over the course of your project? If so, please detail them  Character count: 5000 | * If you have made any significant changes to your budget (i.e. virement of funds) over the course of your project, please detail these here. * Please note, this information will be used by our Finance team when they review your final financial reconciliation. | Add content here |
| **Protocol Version**  Please state the current version of your protocol  Character count: 2500 | * Please state the current version of your protocol. * Please remember that we should have your up to date protocol at all times. * Full details of any changes should be added to the **Changes to Project**section. * Please note that your Draft Final Report (DFR) needs to include a section which details any key changes to the original protocol. | Add content here |
| **Protocol Publication**  Has your protocol been published externally? If so, please give details  Character count: 1000 | * If your protocol has been published externally, please provide details. * You should ensure that this publication has been notified to us via the MIS. | Add content here |
| **Changes to Project**  Please outline any key changes to your project (protocol, project management plan, project staff) since your last report  Character count: 5000 | * Please tell us about any changes to your protocol that you have not yet informed us of.   + Note that any changes made to your protocol throughout the life of the project must first be approved by the programme. Use the 'Update Protocol' function available from your project file to send us your latest version. * If you have made changes to your project management plan that you have not yet informed us of, please note them here and upload a new project management plan alongside your report. * Please outline any key changes to project staff either upcoming or that have happened recently. | Add content here |
| **Adverse Events**  Please provide a brief update on adverse events occurring in this reporting period that were reportable to a regulatory body  Character count: 5000 | * Please describe the nature of any adverse events that were reportable to a regulatory body, note the name of the regulatory body and note any actions arising from the review. * If any of these events were categorised as a SUSAR then please indicate it in your update. | Add content here |
| **PPI Update**  Please describe the ways in which patients and the public have been actively involved in this research over the last reporting period, including any training and support provided  Character count: 5000 | * Please describe the ways in which patients and the public have been actively involved in this research over the last reporting period, including any training and support provided. * In addition to identifying and describing patient and public involvement activities, please tell us what positive or negative difference these activities have made to the research project. * Please involve patient or public contributors in completing this and other sections of the progress report. * Please be aware that your DFR needs to include a section reporting on any and all patient and public involvement in the study. Please refer to our [guidance](https://www.journalslibrary.nihr.ac.uk/information-for-authors/reporting-public-and-patient-involvement/) for further information. | Add content here |
| **IP Update**  Please describe what foreground IP has been created during the course of your study, and what plans you have to exploit it  Character count: 5000 | * The NIHR seeks to recognise the value of a range of activities and outputs associated with IP, such as ideas and knowledge within the research team, any data or copyright materials produced and the resulting cost savings or patient benefit. * Please describe what foreground IP has been created during the course of your study, and what plans you have to exploit it. * Please tell us about any changes or updates to your plans for Intellectual Property and commercialisation. * Please also note if there are new or updated Collaboration (or other) Agreements and subcontracts. * If you need to upload a new agreement, please do so using the **Submit Collaboration or Other Agreement**task and note that all agreements need to be approved by the NIHR before signatures are obtained. * **You should discuss IP with your institution’s Technology Transfer Office, or equivalent when completing this section.** | Add content here |
| **Data Sharing**  Please summarise any data sharing arrangements for data generated by this project  Character count: 5000 | * Please summarise any data sharing arrangements. * Please note your DFR needs to include a Data Sharing statement. Please refer to our [guidance](https://www.journalslibrary.nihr.ac.uk/information-for-authors/data-sharing/) for further information. | Add content here |
| **Impact, Outputs and Dissemination**  Please reflect on how close you are to achieving your original impact, outputs and dissemination plan. Please upload a detailed impact and dissemination plan alongside this report  Character count: 5000 | * In this section you should provide a narrative describing your project’s pathway to impact. Please reflect on how close you are to achieving your original impact, outputs and dissemination plan (if you provided one), rather than simply listing academic publications. * Describe successes, barriers and challenges, and how you have achieved or overcome these. * You must upload a detailed impact and dissemination plan alongside this report. This should outline your planned engagement activities, potential routes to maximising impact and dissemination activities, and a timeline for achieving these. * Please describe the anticipated impact from your study and any impact realised since your last report. Examples could include (but are not limited to) research recommendations, influence on policy, changes in practice/behaviour. Please briefly note any key outputs of the research written, submitted or published since your last report. * Please explain how you will disseminate study findings to patients, the NHS and the wider population about your work. * Resources available:   + [Plan for impact](https://www.nihr.ac.uk/researchers/apply-for-funding/how-to-apply-for-project-funding/plan-for-impact.htm)   + [Dissemination](https://www.nihr.ac.uk/documents/how-to-disseminate-your-research/19951)   Please note:   * Individual project outputs should be uploaded on to the MIS using the separate ‘update output notification’ task available from your project file. * All outputs should include an acknowledgment and disclaimer. Please refer to the [NIHR Branding and Study Outputs guidance](https://www.nihr.ac.uk/funding-and-support/funding-for-research-studies/manage-my-study/study-outputs-and-branding.htm)for the relevant acknowledgement and disclaimer wording. * Output reporting via our MIS is required ‘in real time’ as part of the contractual requirement to notify us 28 days before publication. * Please note that project output data will also be requested as part of the wider annual output reporting exercise via Researchfish. | Add content here |
| **Study Registration**  When did you last update your study registration record (PROSPERO, ISRCTN etc)?  Character count: 500 | * Please provide details of when you last updated your study registration record (PROSPERO, ISRCTN etc.). * If any of the registry information is out of date please ensure you update it. * If your study contains a SWAT please ensure you have registered it with the [SWAT registry](http://www.qub.ac.uk/sites/TheNorthernIrelandNetworkforTrialsMethodologyResearch/SWATSWARInformation/) and note here that you have done so. | Add content here |
| **Search Dates (where applicable)**  Are your search dates less than 12 months old? If search dates are more than 12 months old, please provide justification, or details of your plans to update them  Character count: 5000 | * [Search dates for stand-alone literature reviews](https://www.journalslibrary.nihr.ac.uk/information-for-authors/literature-searches/) must be no more than 12 months old upon first submission of your DFR report to the Editorial Office. However, where a literature review is one component of a multi-element study, they should be as up to date as is feasible. * Are your search dates less than 12 months old? * If search dates are more than 12 months old, please provide justification, or details of your plans to resolve them. | Add content here |
| **Output Notifications**  Have you submitted all required output notifications? If not, please do so as soon as possible.  Character count: 250 | * Have you submitted all required output notifications? If not, please do so as soon as possible. * All published outputs associated with your project will be linked to your published report in the NIHR Journals Library. | Add content here |
| **Primary Study Completion Date**  (Primary Research only) Enter your primary study completion date  Character count: 10 | For Primary Research projects only please enter your primary study completion date (defined as the last data collection time point for the last participant for the primary outcome measure)?  Enter a date in the format DD/MM/YYYY or N/A.  The NIHR Journals Library Embargo policy allows you to delay publication of your final report, if required, to allow for submission of your main results paper to another journal. However, in line with the WHO Joint statement on public disclosure of results from clinical trials, the final report for all projects must be published within 24 months from primary study completion. [Please see the Embargo policy for more details.](https://www.journalslibrary.nihr.ac.uk/information-for-authors/editorial-policies/) | 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  Character count: 5000 | Please note any additional comments relating to this report or anything that has not been covered in any other section. | Add content here |
| **Key progress tables**  Please edit each existing table as relevant. | You must enter these directly into the system. | Add content here |
| **Project Oversight update**  Please add the date of the latest oversight group meeting(s) into the relevant box.  Please list any project oversight group recommended actions and your response  Character count: 5000 | Please list any project oversight group recommended actions and your response | Add content here |
| **CTU Involvement**  Character count: 5000 | Is there any new or different CTU involvement? (Yes/No) | Add content here |
| **Feedback**  Character count: 2500 | 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 |