

**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 or Global Health
* This form is a Microsoft Word version of the online **‘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
* 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** | **Draft response** |
| --- | --- | --- |
| **Progress Summary** 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** Character count: 5000  | * 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.
* State the planned start and end date for each activity and whether each milestone is complete, in progress or not yet started.
* 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** Character count: 5000  | * Please provide a full account of any challenges affecting your project and how you have been working to overcome these.
* Please also outline any concerns regarding possible future challenges or anticipated risks and how these might be mitigated.
 | Add content here |
| **Budgetary Planning**Character count: 5000  | * If there are any ongoing problems that are affecting your budget, please detail how you are mitigating this.
* If you are experiencing problems or delays, we would expect to see evidence of attempts to minimise spend on salaries and consumables, so please ensure that you provide evidence of this.
 | Add content here |
| **Protocol** Character count: 5000  | * Please state the current version of your protocol. If you are still writing version 1, please advise us when it will be submitted via the MIS.
* 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.
 | Add content here |
| **Changes to Project** Character count: 5000  | Please outline any key changes to your project (protocol, project management plan, project staff) since your last report.* 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**Character count: 5000  | * Please briefly 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**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 consider involving one of your patient or public contributors in completing this and other sections of the progress report.
 | Add content here |
| **IP Update**Character count: 5000  | * 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.
 | Add content here |
| **Impact, Outputs and Dissemination**Character count: 5000  | * Please provide an update on Impact, Outputs and Dissemination with reference to your original plan
* 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.

**Please note:** Individual project outputs should be uploaded onto 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 Outputs and Branding guidance**](https://www.nihr.ac.uk/researchers/manage-your-funding/manage-your-project/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 |
| **Network Support**Character count: 5000  | * Please identify any Clinical Research Networks associated with your project or state if is not applicable.
* Provide a summary of Network support and how this has impacted on the delivery of your research.
 | Add content here |
| **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 at for more details.](https://www.journalslibrary.nihr.ac.uk/information-for-authors/editorial-policies/) | Add content here |
| **Additional Comments** 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** | Within the MIS please edit each existing table as relevant.  | Add content here |
| **Project Oversight update**Character count: 5000 | 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 In the Project Oversight Group Latest Meeting Dates section, if you have previously notified us of project oversight groups for your project you will see a list of the names of these groups and a date field for the last meeting date:
	+ If you have not notified us of any project oversight groups there will be no group names listed here in which case, click **Save and Continue**.
* In the date field next to each oversight group enter the last meeting date of that group.
* In the text box enter any recommended actions from any of the listed groups along with your response to these actions.

If a meeting has taken place since your last progress report, please upload the minutes to the ‘Uploads’ page of this task, by selecting 'Project Oversight Group Minutes' from the drop-down menu. If the minutes are not yet available, or the meeting will take place between progress reports, please upload the minutes using the 'Upload Project Oversight Minutes/Documents' task, which you can generate under the ‘My Projects’ tab of the MIS. | Add content here |
| **CTU Involvement**Is there any new or different CTU involvement? (Yes/No)Character count: 5000 | * For the question 'Is there any new or different CTU involvement?' choose Yes or No as appropriate from the drop-down list.
	+ Note that if your project does not have any clinical trial units associated with it, answer the question No and click **Save and Continue**.
* If you answered ‘Yes’ to the question above, click **Add**to add the details of new CTU involvement or Edit by the appropriate CTU to amend details of existing CTU involvement.

When all CTU details have been added or amended click **Save and Continue**. | 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 |