|  |  |
| --- | --- |
| **Project ID:** |  |
| **Project title** |  |
|  |  |  |  |
| Progress report #: |  | Progress report date: |  |
| Period covered by report: |   | To |  |

# Principal Investigator

|  |  |
| --- | --- |
| Title: |  |
| First name:  |  | Last name: |  |
| Current appointment:  |  |
| Organisation:  |  |
| Department:  |  |
| Phone:  |  |
| Email: |  |

Signature of applicant:

Date:

# Objectives and Timeline

|  |  |
| --- | --- |
| Do you expect to complete the project as specified, either in the application or the most recent agreement with the HCF Foundation? |  |
| Do you expect to complete the project on schedule, either as indicated in the application or the most recent agreement with the HCF Foundation? |  |

|  |
| --- |
| If the answer to either of the previous 2 questions is no, please provide reasons: |
|  |

This is the timeline which was submitted for the project in the application. Please indicate how much of each objective has been met.

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Objective/goal** | **Completion date** | **% of objective complete.** |
|  |  |  |  |
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| **If timelines for the project have changed since the last report please provide detailed explanations:** |
|  |

# Recruitment

|  |  |
| --- | --- |
| Is recruitment on track?  |  |
| Percentage of participants recruited:  |  |
| If recruitment is delayed, please provide reasons: |
|  |

# General comments and achievements

|  |
| --- |
| Please comment on the progress of the project since commencement: |
|  |

# Translation

|  |
| --- |
| Please comment on work towards translation that will ensure the greatest number of Australians are able to benefit from project outcomes: |
|  |
| Please comment on stakeholder engagement that has been undertaken to assist in achieving translation of the research results: |
|  |

# Work during next phase

|  |
| --- |
| Please comment on the work to be completed in the next 6 months of the project: |
|  |

# Communications

|  |
| --- |
| Please provide details of all publications, presentations or media attention related to this project to date: |
| Reference details | Submitted or Accepted or Publication date |
|  |  |
|  |  |
|  |  |

# Expenditure

|  |  |
| --- | --- |
| Grant income for the period | $ |
| Interest received | $ |
| **Total income for the period** | **$** |
| Balance brought forward  | $ |
| Total expenditure for the period | $ |
| **Current balance** | **$** |

Expenditure details

|  |  |
| --- | --- |
| Salary costs |  |
|  | $ |
|  | **$** |
|  | $ |
| Total  | $ |

|  |  |
| --- | --- |
| Direct research costs |  |
|  | $ |
|  | **$** |
|  | $ |
| Total  | $ |

|  |  |
| --- | --- |
| Translation costs |  |
|  | $ |
|  | **$** |
|  | $ |
| Total  | $ |

I certify that:

1. Monies received under the above-mentioned grant, have been expended for the purpose of the research as per the signed Funding Agreement; and
2. Salaries paid under the grant are in accordance with the general rates in force at this institution at the time of payment; and
3. Monies received under the abovementioned grant were not used to fund institution on-costs or salary on-costs, except as set out in the approved budget of the Grant Application; and
4. The Financial Statement for the reporting period <DD/MM/YYYY> to <DD/MM/YYYY> is accurate and complete; and
5. I am an authorised financial officer for the <insert administering institution>.

Name

Position

Signed

Date

Contact info