

## **Format of Interim Progress/Technical Reports: Max of 5 pages**

- Title page (name of project, name of research institution, names of research team, time period the report covers);
- Synthesis: ½ to 1 page synthesis which situates the work in the project as a whole along with research objectives;
- Research problem: basic rationale (drawn from proposal/application);
- Research findings: research results to date. Status update.
- Project implementation and management
  - Project outputs and dissemination (i.e. publications, presentations)
  - HR issues (e.g. changes in research team)
  - Budget: any changes to annual budget expenses
  - Any other issues HSFC may be able to assist or should be made aware
- Impact (if any to report)
- Recommendations (if any to report)