**HEI Progress Report Form**

|  |  |
| --- | --- |
| **Principal Investigator:** |  |
| **Institution:** |  |
| **Title of Study:** |  |
| **Progress Report (Year, Month):** |  |
| **Current Period of Performance:** |  |

*(Report should be 5-10 pages, not including attachments.   
Please insert your text in the spaces provided below)*

**I. Brief Description of Study Aims and Design**

**II. Brief Statement of Work (SOW) for Current Performance Period**

**III. Response to Comments or Suggestions from Research Committee** *(If any)*

**IV. Progress Made in Current Performance Period and Preliminary Results**

**V. Difficulties Encountered**

**VI. SOW for Next Performance Period** *(Include a timeline)*

**VII. Budget (for 10-month Progress Reports)** *(Attach your proposed budget and justification)*

**VIII. Other Attachments** *(Please list and attach meeting abstracts and manuscripts that were submitted or published during the performance period)*