**Independent University, Bangladesh**

**Research Project Progress Report Form**

1. **Research Project Title:**

|  |
| --- |
|  |

1. Principal Investigator Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | ID | Designation | Department | E-mail | Contact No. |
|  |  |  |  |  |  |

1. Co-Investigator(s) Information (if applicable):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | ID (if applicable) | Designation | Department/University | E-mail | Contact No. |
|  |  |  |  |  |  |
| Add Co-Investigator | | | | | |

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1. Project Start Date:

|  |
| --- |
|  |

1. Amount awarded:
2. Period covered by the Progress Report:

From: To:

1. Description of work carried out during the specified period:

(Should be categorized under the following headings where applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item (e.g. Fieldwork, Lab Study, Data collection, Results obtained) | Proposed and Approved | Time Frame | Status | Remarks/Explanation |
|  |  |  |  |  |
| Add Item | | | | |

1. Please provide a detailed account of the expenditure of the Research Project funds

Expenditure during the period of the Progress Report:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Itemized list of Approved Budget | Time Period | Amount Allocated | Amount Spent | Balance/status | Remarks |
|  |  |  |  |  |  |
| Add item | | | | | |

1. **Work plan for the next period (if different from approved schedule)**

|  |
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|  |

1. **Overall what is your assessment of your current progress of the Research Project?**

**a.**

|  |
| --- |
| **Timeline** |
| **Ahead of schedule** |
| **On schedule** |
| **Slightly behind schedule** |
| **Significantly behind schedule** |

**b.**

|  |
| --- |
| **Budget** |
| **Spent less than planned** |
| **Spent according to the budget** |
| **Spent slightly over the budget** |
| **Spent significantly over the budget** |

1. In addition to item number 5 or 6 have there been any other problems encountered with the project?

|  |
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**…………………………….. ……………**

**Signature of the Principal Investigator Date**