**HEI Progress Report Form**

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| **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. 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***(Refer to the SOW)*

**V. Preliminary Results**

**VI. Difficulties Encountered**

**VII. SOW for Next Performance Period**

*(Include a timeline for tasks to be performed)*

**VIII. Budget (for 10-month Progress Reports)**

*(Attach your proposed budget and justification)*

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