PROGRESS REPORT ON PROJECT SUPPORTED BY THE AUSTRALIA & PACIFIC SCIENCE FOUNDATION

Instructions to Project Leaders

Progress reports are required to be submitted 6 months and 12 months after the start of the project and annually thereafter for the duration of the grant.

Grants usually begin on the 1st July in the year in which the grant was awarded. Please check the Grant Agreement for your project to determine the starting date. Only a limited or nil response to section 4 is expected for the first progress report.

Note that during the first six months of the grant, material for the Foundation's web site must be provided. Payment of the second grant instalment is contingent upon the receipt of this material. Updates are to be provided during the tenure of the grant, and at the time the final report is submitted. Payment of the final grant instalment is contingent upon receipt of the final summary which is to summarise the outcomes of the project during the tenure of the grant.

Researchers please note:

- The progress report must be completed by the Project Leader (generally the first- named researcher in the original Grant Application).
- The Project Leader may need to seek and enter contributions from other parties involved in the project where required.
- While there is no limit to the textual information that can be provided, the Foundation is generally seeking a maximum of half a page of information where a textual response is required.
- Once complete, the Project Leader should email the report to the Executive Secretary of the Research Committee, Dr B K Filshie, at **bfilshie@apscience.org.au** (Please send the electronic copy even if the Administering Organisation requires it to be submitted via the Research Office. This facilitates distribution to the other members of the Research Committee for review and approval).
- The file name for the Progress Report should conform to the following naming convention:
  [Project ID][ProjectLeaderSurname][Rep#]
  (For example APSF1603SmithRep3).
- At the time of submission of the Progress Report the Project Leader should contact the accounts department of the Administering Organisation and request that a tax invoice for the next grant instalment be raised and emailed (preferred) or mailed to the contact below.

bfilshie@apscience.org.au
Dr B K Filshie
Executive Secretary Research Committee
Australia & Pacific Science Foundation
PO Box 9154 Port Macquarie NSW 2444

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Date Report Submitted

1. PROJECT IDENTIFICATION

1.1 Project ID

1.2 Project Title

1.3 Administering Organisation

If this project was transferred during this reporting period, please indicate the name of the relinquishing Administering Organisation and the date of approval by the Foundation.

1.4 Project Leader

Name

Email address

Work Phone Number

Mobile Phone Number

If the current Project Leader is not the same name as the original Project Leader on the Application, please advise below the name of the original Project Leader and the date the Foundation approved of the change.

1.5 Other Researchers

List all the researchers who were named in the Grant Applicaton and their current status. If they were not in the original application or have withdrawn from the project please provide the date that the change occurred.

Researcher Name	Organisation	Researcher Status *(e.g.: Original, Additional or Withdrawn)* & Date of Change *(if any)*

2. PROJECT DESCRIPTION & OBJECTIVES

2.1 100-Word Project Summary.

2.2 Summary of Original Objectives of Project

3. PROJECT OVER DURATION OF FOUNDATION GRANT

3.1 Have there been changes to the project? (yes/no)

This could include changes to the research Project resulting from funding from the Foundation being at a lower level than requested. By indicating changes to the budget , aims and research plan in the Report, you are requesting approval from the Foundation for a revision of the Project. A 'satisfactory' assessment of the Report and the Project by the Research Committee means that the revision has been approved.

If yes, give details

3.2 What were your research plans and objectives for the period covered by this report?

(The answer to this question should be consistent with the original Application or the preceding Progress Report).

3.3 Did the research project proceed as planned? What have you achieved over this period? Outline the research findings to date.

3.4 Have you experienced any difficulties that have affected the progress of the research project?

(yes/no)

If yes, give details

3.5 What are your research plans and objectives, including publication plans, for the coming year?

(Please note that in your next Report you should report progress against these plans and objectives)

4. ACADEMIC OUTPUTS

4.1 Publications and other academic outputs directly related to this project.
(Please list all publications and those manuscripts accepted for publication, for the period covered by this report)

4.2 Evidence of scholarly impact and contribution.
Is there evidence that this research project is having/has had and impact in the research field or the broader public domain? Include examples of formal training (PhD /Masters) as well as other training.

(yes/no)

If yes, give details
(For instance, standard citation data on articles published in ISI journals, citations to books, re-publication, translations, reviews, invited keynote addresses, other invitations, newspaper/media/expert commentary).

4.3 End-user interaction and other project outcomes
If there are examples of the impact of this research Project not covered in item 4.2 above please provide details. For example, introduction or modification of standards/protocols within an industry sector, preparation of proposals for funding from other agencies as a result of outcomes from this project.

5. ATTACHMENTS & OTHER MATERIAL

Please provide , as separate files, any figures, graphs, images and other material that cannot be included in this form. Please also provide updated material (text and images) that can be used to revise your project summary on the Foundation's web site. Please provide text in Microsoft Word format and images in JPEG format with a minimum size of 600 x 400 pixels. If this is the final project report, the web page summary must be updated to reflect the outcomes of the project. Is any material being forwarded as additional attachments ?

(yes/no)