



## Progress Report Template -

*Text in italics is explanatory and should be deleted in completed documents.*

<b>Project Name</b>	<i>Name of project and lead institution</i>
<b>Project Website</b>	<i>URL of project website</i>
<b>Report compiled by</b>	<i>Person responsible for producing and submitting report</i>
<b>Reporting period</b>	<i>Dates covered by report (e.g. Mar-Sep 07)</i>
<b>Section One: Summary</b>	
<i>Please provide a short overview (1-2 paragraphs) of project progress during this reporting period, which could be disseminated to programme stakeholders.</i>	
<b>Section Two: Activities and Progress</b>	
<i>Report on activities as outlined in your work packages for the period covered by this report and describe any changes to this, including the reasons for these. Do include any additional activities undertaken that are not in your work packages, providing the background to their inclusion.</i>	
<b>Section Three: Institutional &amp; Project Partner Issues</b>	
<i>Report on any changes or issues in your institutional context and/or any progress or issues with your project partners (where applicable).</i>	
<b>Section Four: Outputs and Deliverables</b>	
<i>Are there any outputs or deliverables you would like to share (e.g. presentations, studies)? Please describe, provide URLs or attach documents etc.</i>	
<b>Section Five: Outcomes and Lessons Learned</b>	
<i>Outline any emerging outcomes or lessons, if any that have been learned during this reporting period that could be passed on to other projects or JISC.</i>	

<p><b>Section Six: Evaluation</b></p> <p><i>Provide brief details of progress in terms of the development and implementation of the project evaluation plan. Detail any interesting findings or emerging evaluation issues of interest.</i></p>	
<p><b>Section Seven: Dissemination</b></p> <p><i>Report on any communication or dissemination activities with project stakeholders or the wider community which have taken place during the reporting period. Attach or provide URLs for any relevant dissemination or presentation materials. Include details of any publicity the project received during the reporting period.</i></p>	
<p><b>Section Eight: Risks, Issues and Challenges</b></p> <p><i>Report on any issues or problems that have impacted on the development and implementation of the project during the reporting period. Detail what impact any issues may have on the achievement of project targets, and set out how you plan to tackle these issues. Report on any unexpected project achievements. In this section you can list whether there has been changes in risks, whether they have become issues and whether new risks have been identified.</i></p>	
<p><b>Section Nine: Collaboration and Support</b></p> <p><i>What areas of work would you like to discuss with other projects?</i></p> <p><i>Is there anything that you would like advice and support on? Do you have any specific training needs, requests or suggestions for supporting workshops for the programme?</i></p>	
<p><b>Section Ten: Financial Statement</b></p> <p><i>In this section you should detail the expenditure of the project so far. Against the budget headings you should set out the expenditure for the reporting period, noting any significant over/under spend giving reasons for this. You should also state the total expenditure to date against each budget heading. The table below is designed to help this reporting process. Additional budget headings may be added to fit an individual project's budget. Projects may find it more appropriate to use a spreadsheet to report financial information.</i></p>	
<p><b>Section Eleven: Next Steps</b></p> <p><i>In this section you should very briefly list the activities planned and/ other information of relevance for the next stage of the project.</i></p>	

<b>Total Grant</b>		<b>Duration of project</b>	
<b>Reporting Period</b>			

Budget Headings	Total budget allocated	Expenditure this reporting period	Total expenditure to date	Further information
Staff				
Travel & Subsistence				
Equipment				
Dissemination activities				
Evaluation activities				
Other (please specify)				

**Checklist:**

Before you return this report:

- ☐ Ensure that your project webpage on the JISC site is up to date and contains the correct information. Attach details of any required amendments to this report. Project webpages can be found from: <http://www.jisc.ac.uk/whatwedo/projects.aspx>
- ☐ If there have been any changes to the original project plan and/or work packages, ensure that amended copies of the relevant sections of your project plan are attached to this report.