**Grant Interim Year Progress Report**

***General Instructions***

The **scientific progress report** should not exceed 4 pages (1 page general information, 3 pages scientific report).

In addition, max. 1 figure and 1 table can be included (1 page each, including clear legends).

The text should be written in 11-pt Calibri font, with 1.5 line spacing.

Essential references (max 5) might be included, using 8-pt Calibri font, single line spacing.

Manuscripts or abstracts submitted, accepted, or published as a result of the specific SPF/PFD supported research project, should be attached.

A **financial report** (1 page), signed by the legally responsible officer of your Institution, must be attached.

Create two PDF documents:

* one main PDF with the scientific report and the financial report;
* one supplementary PDF with all the attachments.

Filename of the PDF documents should be as follows: Grant Acronym\_PR#..\_PI Surname

(e.g.: **PD-STUDY\_PR#2\_Surname**)

(e.g.: **PD-STUDY\_PR#2\_Surname\_Suppl**)

Please send the PDF file by email to the following address:

*lindavandervoort@parkinsonfonds.nl*

***Reports not prepared according to these guidelines might be returned for revisions before further consideration.***

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**Specific instructions and required information:**

1. Grant Number:
2. Grant Acronym
3. Principal Investigator

Title, Name and Surname, degree(s)

Academic Position

Affiliation

Address

Email Phone

1. Total amount of funding approved for this project, as mentioned in the contract.
2. Starting date of the project, as mentioned in the contract.
3. Duration of funding, as mentioned in the contract.
4. Number of this progress report (e.g. Progress Report #1)
5. Period (12-months) covered by this report (e.g. 01 May 2022 – 30 Apr 2023)
6. Name of scientic personnel hired with this funding (e.g.: PhD student, technician, …)
7. Main research objective(s), as stated in the original grant application (max 5 lines).
8. Summary of results obtained in the 12 months covered by this report (max 2 pages).
9. Any unexpected problems directly related to the project? (answer: Yes or Not)
10. If you answer Yes to the previous question, please describe (max 0.5 pages), e.g.:

* delay in permission from ethical committee, delay of permission to perform animal experiments, delay in hiring personnel, sickness, change of position, relocation, etc.
* budget-neutral extension of project duration
* predictable changes requested in the allocation of the funding – e.g.: shift from consumables to funding scientific personnel.
* Is there a shift in the main objectives required, based on the findings obtained so far?
1. List all **abstracts** resulting from this project; clearly mention if **submitted**, **accepted** or **published**; attach the abstracts (PDF).
2. List of **manuscripts** based on the results of this project; clearly mention if **submitted**, **accepted** or **published**; attach the manuscripts (PDF).
3. Any other issues relevant for the conduct of the research project (max 5 lines).
4. Date
5. Name and signature of the Principal Investigator