

## **MAJOR POINTS TO BE INCLUDED IN PROJECT'S PROGRESS REPORTS**

The following are the main guidelines for the Principal Investigators when writing up the Progress report of their research projects. The inclusion of these points in the Progress report would facilitate an objective evaluation and prompt refereeing process for the submitted report.

### **Progress Report**

- A **short** introduction covering research subject, main objectives, methodology and plan to execute it and the budget devoted to the period of reporting.
- The main part of the report which gives in details - the attained results in the period of reporting and a clarification of what already has been realized of research objectives. If some obstacles hindered the planned achievements, they should be mentioned including steps undertaken to overcome them.  
In that part of the report, assessment should be given for degree of stickiness to the original research plan, as well as, the extent of appending the devoted budget for the reporting period. Of particular importance is the clarification of scientific productivity attained until the current phase of the project. This is reflected in published, accepted or submitted articles for publication or those published or in preparation for a contribution in a conference or symposium.
- Finally, in light of the obtained results and achieved progress, the report should mention the working plan for the next project's year and show how it is coincident with or modified than what originally suggested in the proposal.