

**INTERIM REPORT**

***Submission is via email at biocomputing@zhejianglab.com***

**Part 1 – Summary Details**

**Project Title:**  Type Title here

**Project Start Date:**       **Project Completion Date:**

**Part 2 – Contact Details**

Administrator: (Name & position of officer responsible for all correspondence).

Organisation: (Organisation administering the research project).

Ph:       E-mail:

Principal Researcher: (Name & position of the principal researcher).

Organisation:

Ph:       E-mail:

Supervisor: (Name & position of senior scientist overseeing the project).

Organisation:

Ph:       E-mail:

Researcher 2: (Name & position of additional researcher or supervisor).

Organisation:

Ph:       E-mail:

**Part 3 – Progress Report**

**1A. BRIEF SUMMARY OF NOTABLE ACHIEVEMENTS:**

Provide a summary of progress against objectives including notable achievements produced by the project this reporting period (last 6 months).

**1B. PROGRESS AGAINST MILESTONES:**

Provide detail of progress against all relevant individual milestones.

**Outputs produced**

Please list all planned (i.e. recorded in the Full Research Proposal) and unplanned outputs produced by the project this reporting period (last 6 months). Refer to BioBit Outputs & Outcomes example document to assist in completing this section. Please provide references and copies of reports, publications, presentations, and other communication outputs delivered.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output** | **Month & Year Delivered** | **Description** | **Reference** |
| *Please insert* |  | *Please insert* |  |
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|  |  |  |  |

**Project collaborations**

Please provide details about collaborators who have worked on the project to date.

|  |  |  |
| --- | --- | --- |
| **Collaborator Name** | **Organisation** | **Description** |
| *Please insert* |  | *Please insert* |
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**3. VARIATIONS *(eg objectives; milestones; project time-line; budgets; personnel): (2,000 char limit)***

Detail and justify any proposed variations to the original project proposal since your last report. If so, please provide a revised FRP and Budget file with this report.

Revised FRP attached [ ]

Revised Budget (Excel file) attached [ ]

**4. BUDGET:**

Has there been any significant difference to the anticipated project expenditure during the period covered by the progress report?

[ ]  Yes [ ]  No

If YES, please describe below. Please also highlight any potential implications for the project.

**5. PROJECT TEAM:**

Have there been any changes to the Project Team since initial contracting?

[ ]  Yes [ ]  No