

**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