

## APPENDIX F

### Research Project Progress Report

This report should be completed and emailed to [research@miwatj.com.au](mailto:research@miwatj.com.au) every six months (or as otherwise agreed) for the duration of your research project.

<b>Project Name:</b>
<b>Report prepared by (name &amp; position):</b>
<b>Contact phone number &amp; email:</b>
Date of report:
Lead Investigator: Please provide an email address and phone number if the Lead Investigator has changed since your last report
Report number:
Report period:
<b>Please describe the key achievements and milestones reached since the last progress report.</b>

#### Part Two: Challenges and Delays

<p>Please describe any aspects of the research project that have not gone according to plan. Please discuss:</p> <ul style="list-style-type: none"><li>- the mitigation or correction activities is the Research Team implementing to address the identified issues</li><li>- any missed key milestones?</li><li>- for challenges and delays reported in earlier reports, are the identified mitigation strategies working? Are the challenges now fully rectified?</li></ul>

#### Part Three: Next steps

<b>Please describe the key activities for the research project that will take place over the next reporting period.</b>

#### Part Four: Financial Update

Please provide an update about the financial status of the project. In particular, please provide information about:

- whether funding has been obtained in accordance with the Project Plan;
- If not, whether other sources of funding have been identified and their quantum;
- key expenditure during the report period;
- Whether the project is still on-budget;
- If not, why the budget has been exceeded and how the research team plans to reduce costs or seek additional funding;

#### Part Five: Other Matters

Is there anything else the Board should know?

For example: changes to the Research Team membership, upcoming presentations related to the research project, any observations or issues that the Research Team wants to raise with the Board.