

## **Clinical Studies Fund: Progress Report Guidelines and Template**

Progress reports should be no longer than 1000 words, excluding Figure Legends and Tables. They should be typed in Arial Font 11. Progress reports are submitted every 12 months and should be sent by email to [csf.secretariat@ecvim-ca.college](mailto:csf.secretariat@ecvim-ca.college).

### **Reports should be presented as follows:**

- 1) Project Title and CSF reference number
- 2) Name of Principal Investigator, and names of other people involved in the study, with current email addresses
- 3) Project Summary and Progress. This should be written with reference to the original Objectives and should include:
  - o Progress including available data and results relating to methodology or validation of techniques, e.g. laboratory assays.
  - o Details of numbers of case recruitment to date where relevant.
  - o Any preliminary data which is available.
  - o Budget spent and budget remaining with reference to original budget in the Grant Application.
- 4) Scientific communication
  - o Details of any abstracts presented/published or submitted for consideration.
  - o Details, including timeline, for plans of future abstracts, presentations or manuscripts.
- 5) A Gantt chart mapping progress to date with reference to the Timeline in the original Grant Application, and the anticipated Timeline going forwards. This should include details of
  - o Method development
  - o Case recruitment
  - o Data Analysis
  - o Data Presentation
- 6) Please note any variations in the proposed study and the date approved by the Clinical Studies Fund.

**1. Project title & CSF Reference number**

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**2. Principle Investigator & Other Investigators**

Principle Investigator	Principle Investigator Email
Other Investigators	Other Investigators Email

3. Project Summary and Progress (Please use table below to detail budget)

Budget details

<i>Itemised costs</i>	<b>Original budget</b>	<b>Spend to date</b>	<b>Amount remaining</b>

#### **4. Scientific communications**

*Please list all scientific abstracts, presentations and publications arising from the study here.*

## **5. Gantt chart**

Please include the original Gantt chart highlighting any deviations and amendments

## **6. Approved variations**

Please note any variations from the original study and how they were approved by the CSF.