**UK PHRST Research Project Final Report [Date]**

Version: March 2022

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| 1. **- PROJECT DETAILS** | | | | | | | | | | | |
| **1.1 Project Title** *Insert project title (to match that of approved proposal) here* | | | | | | | | | | | |
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| **1.2 Project Reference numbers** | | *1.2.1 Insert unique identifier reference number* | | | | *1.2.2 RST internal project finance code.* | | | | | |
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| **1.3 Principal Investigator** *Who is responsible for delivery of this research activity and production of this report?* | | | | | | | | | | | |
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| **1.4 Changes from original proposal**  *Please describe if there have been any changes to the project team or key stakeholders since the proposal (in relation to items 1.3 -1.6 in the proposal form).* | | | | | | | | | | | |
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| **1.5 Project summary**  *Please provide a project summary with reference to the following: 1) Background, 2) Rationale and objectives, 3) Activities 4) Key findings 5) Outputs and dissemination (Maximum 500 words).*  *Note, this section will form the basis of the project report in the UK-PHRST Research Report submitted to NIHR.* | | | | | | | | | | | |
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| **2.0 – PROJECT TIMELINES** | | | | | | | | | | | |
| **2.1 Project Start Date** | |  | | **2.2 Original project end date** | | | |  | | | |
| **2.2 Period covered by this progress report** | |  | | **2.4 Revised forecasted completion date** | | | |  | | | |
| **2.5 Is this the FINAL report for this project?** *(If No please complete detail below)* | | | | | | | | ***YES/NO*** *delete as appropriate* | | | |
| **2.6 Explanation for reporting schedule deviation** | | *Project progress reports are expected every six months and should describe the activities carried out in the preceding reporting period. Any agreed deviation to this schedule should be briefly explained here.*  ***Reports covering the period April 01 – September 30 are due on 31 October.***  ***Reports covering the period October 01 – March 31 are due on April 30.*** | | | | | | | | | |
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| **3.0 - SUMMARY OF EXPENDITURE** | | | | | | | | | | | |
| **3.1 Original estimated TOTAL cost** | |  | | **3.2 ACTUAL TOTAL spend to date** | | | |  | | | |
| **3.3 Have the TOTAL expected costs for this project changed?** | | ***YES/NO*** *delete as appropriate* | | **3.4 If YES, please provide revised estimated TOTAL cost** | | | |  | | | |
| 3.5 Approvals status for changes | | *Use this section to reference any communication between the PI and the RST research management team, and with NIHR in relation to delays requiring renegotiation of milestones, or reconsideration of funding amount etc* | | | | | | | | | |
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| **4.0 - LOCATION OF RESEARCH ACTIVITY**  *Please explain any deviation from the original intended work locations described in the project proposal.* | | | | | | | | | | |
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| **5.0 - PROGRESS SUMMARY** | | | | | | | | | | |
| **5.1 Is the project on track?** | | | | | | | | | | |
| *Confirm the current status of the milestone or deliverable as either ‘COMPLETE’ (where the date has passed and/or the activity has been satisfactorily completed).*  *‘On TARGET’ where the due date is in the future and there is no reason to expect that the activities cannot be completed to schedule*  *‘OTHER’ – use this description where milestones or deliverables have not been achieved, or have been only partially achieved or are at risk. Use the narrative description to explain the issues and the proposed new milestones or deliverables (where appropriate).* | | | | | | | | | | |
| **Agreed milestones and deliverables** | | | | | | | **Due date** | | | **Status** |
| # | *List each milestone or deliverable identified in section 5.4 of the approved proposal.* ***Add more rows as required.*** | | | | | |  | | | **COMPLETE ON-TARGET OTHER** |
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| **5.2 Narrative summary of progress and results.**   1. *Describe the activities undertaken and the progress toward the overall objectives of the project, since the last report.* 2. *Please use this section to provide the explanation for the milestones and deliverables status statements above (in section 5.1).* 3. *Highlight any significant outcomes, results, conclusions or impacts from the work to date*   *You should also use this section as an opportunity to highlight unintended positive or negative impacts from the work.*   1. *Lessons learned. Please include any lessons learned / issues identified and explain who and how stakeholders will benefit RST from this knowledge in the future*   *This should be the main bulk of the progress report. It should clearly articulate the progress and results of your research. You may include any kind of images, tables, figures, graphs and /or links to relevant webpages or other information repositories as supporting evidence.* | | | | | | | | | | |
| ***(No word limit)*** | | | | | | | | | | |
| **5.3 Project risk review**  **Please use this section to outline the current status of the project in terms of known and emerging risk.**   1. *Known risks are those that were identified in the project proposal section 5.5: have any of these risks materialised? What was the impact (Where a risk has resulted in revised milestone / deliverable / objective / termination of activity, explain how this decision was reached and authorised)? What mitigations were deployed and were these successful?* 2. *Emerging risks are those that have become apparent or foreseeable during this reporting period. How has / will the issue be managed within RST and what was / will be the impact of the issue on this project? Is project delivery at risk of termination or of delay? Has/should the project timeline or spend profile been revised because of this risk? Does the risk have impacts beyond the immediate research project (eg: to other leveraged projects?)* | | | | | | | | | | |
| ***(No word limit)*** | | | | | | | | | | |
| **5.4 Outputs and Dissemination activities**  *Please use this section to describe any dissemination activities that have occurred during the reporting period.*  *Dissemination in this context is not limited to peer reviewed publications or presentation at Academic conferences. Activities involving generation of guidelines, SOPs, information leaflets or case studies generated as a result of the research are also significant in this setting. Your narrative should also include any developments relating to Intellectual Property arising from the project.*  *For publications please provide the full reference or a weblink to the actual document. For other articles or documentation provide weblinks where available and/or an explanation of how the document can be accessed for audit purposes.* | | | | | | | | | | |
| ***(No word limit)*** | | | | | | | | | | |
| **6.0 - PROJECT EXPENDITURE SUMMARY (For research activity costs)** | | | | | | | | | | |
| **Category of spend** | | | **Original forecasted costs** | | **Actual costs to date** | | | | **Revised forecast for total costs** | |
| **6.1 Equipment** | | |  | |  | | | |  | |
| **6.2 Consumables** | | |  | |  | | | |  | |
| **6.3 T&S** | | |  | |  | | | |  | |
| **6.4 Sub-contracts** | | |  | |  | | | |  | |
| **6.5 Other (please specify)** | | |  | |  | | | |  | |
| **6.6 Specifically contracted staff** | | |  | |  | | | |  | |
| **6.7 Institutional indirect costs** | | |  | |  | | | |  | |
| **Total** | | |  | |  | | | |  | |
| **6.8 RST staff commitment commentary** *Please provide commentary on any changes in the amount of staff time actually deployed to deliver this work.* | | | | | | | | | | |
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| **6.9 Narrative explanation of budget deviation.** *If not covered elsewhere in the report, please explain any significant deviation between the planned and actual costs (or revised forecast) for this work?* | | | | | | | | | | |
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| **7.0 - FINAL CONCLUSIONS / What happens next?**  *For final reports ONLY. Please summarise the conclusions from your project and the next steps. Please briefly describe how the knowledge gained from this research (including lessons learned) are being utilised for the benefit of the RST, and /or for the benefit of LMIC based partners or the wider international community? Are follow on projects expected? How will these be funded?* | | | | | | | | | | |
| ***(No word limit)*** | | | | | | | | | | |
| **8.0 - OTHER RELEVANT INFORMATION**  *Any other information relevant to this specific project that you wish to bring to the attention of NIHR CCF* | | | | | | | | | | |
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| **9. 0 - UK PHRST INTERNAL APPROVALS PROCESS** | |
| 9.1 Has this progress report been reviewed by the Research management team? | *YES/No* |
| 9.2 Is this report accompanied by a separate portfolio review report? | *YES/No* |
| 9.3 Individual commentary or supplementary information on project and portfolio delivery from the UK PHRST research director /management team | |
| ***(No word limit)*** | |
| 9.4 Signature of UK PHRST Research Director | Date |
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