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| **ISCRR Project Management Reporting**  **Research Chief Investigator (CI) should complete this report on behalf of the research team and the project as a whole.**  **The purpose of the report is to allow researchers to reflect on the scientific advances, outcomes and key achievements of the research project.**  **The information in this report will be retained by ISCRR and used for reporting requirements, including reporting to the ISCRR Board, the Transport Accident Commission (TAC), the WorkSafe Victoria (WSV) and Monash University. ISCRR may contact you to clarify or confirm information contained in the report.**  **Please submit this signed report by midday on XXX (Date)** [Filled by Research Support]**to ISCRR Research Support (program-support@monash.edu). Should you have any queries, please contact ISCRR Research Support via email or 9903 8617.** |

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| Type of Report  (**Bold** one) |  | **Progress Report** |  | ~~Completion Report~~ |  |
| Reporting Period | [Filled by Research Support] | | | | |

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| **Project Details** | |
| Project Number | [Filled by Research Support] |
| Full Title | [Filled by Research Support] |
| Simple Title | [Filled by Research Support] |
| Research Theme | [Filled by Research Support] |
| Start Date | [Filled by Research Support] |
| End Date | [Filled by Research Support] |
| Budget | [Filled by Research Support] |

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| Chief Investigator (CI) | [Filled by Research Support] | | FTE | To be filled by CI |
| Institution | [Filled by Research Support] | | | |
| TAC Project Sponsor | [Filled by Research Support] | ISCRR Research Lead | [Filled by Research Support] | |
| WSV Project Sponsor | [Filled by Research Support] | ISCRR Research Manager | [Filled by Research Support] | |

Research Chief Investigator to fill in the ***unshaded*** areas:

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| **Current Overall Project Status** | | | |
| *Please indicate the current status of each project component listed below and provide a brief description including any changes to Schedule, Costs or Scope.*  *Status as reported by RPL will be reviewed by ISCRR and may be changed following a discussion with the researcher.* | | | |
| **Project Component** | **Previous**  **status** | **Current**  **status** | **Summary** |
| **Schedule**  (The timeline as described in the project plan) | [Filled by Research Support] |  |  |
| **Costs**  (The budget) | [Filled by Research Support] |  |  |
| **Scope**  (The project plan) | [Filled by Research Support] |  |  |
| *Status Key:* | **.✓. =** *On Track / Ok* ⭘. = *Changed/Minor concern*  **.X.** = *Behind /Major concern* | | |

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| **Progress against project Milestones** | | | |
| *Please list all the project milestones (as per the Project Plan and/or as otherwise agreed) and, where relevant, indicate the planned and actual completion dates and percentage progress with each.* | | | |
| **Milestones**  **(as per approved project plan)** | **Planned Completion Date** | **Actual Completion Date**  **(% complete if still in progress)** | **Outline Milestones completed or detail why Milestones may not have been met during period** |
| [Filled by Research Support] |  |  |  |
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| **Any Schedule Issues? Outline here:** |  |
| **Any Scope Changes?**  **Outline here:** |  |
| **Any Budget Issues?**  **Outline here:** |  |
| **Outline**  **Key Highlights During this Period:** | *[Please list all activities (conferences, forum, etc) and publications (research reports, journal articles, book chapters, etc) in* [*Vancouver Reference Style*](http://guides.lib.monash.edu/c.php?g=219786&p=1453285) *and* ***attach a copy*** *of the presentation slides/publications.]* |
| **Outline**  **Any Risk issues & their mitigation:** | *[Eg Recruitment delays not expected to affect milestone delivery]* |
| **Any Project IP created?** | *[Please provide a description of the Project IP, when it was created, by whom it was created and whether it is Funding Provider IP, Externally Funded IP, Monash IP or Joint IP]* |
| **Background IP used in the Project** |  |
| **If this is a completion report, please outline the implications of Project outcomes** |  |

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| **Financial Statement** | |
| ***Please complete the attached template to record all project financial expenditure to date.***  *(NB –Open the document from this template and once finished select “save” - this will automatically update the attachment in the template) . Instructions to assist completion are on the first sheet.* |  |
| **Total ISCRR funds received as at XXXX (Date)** [Filled by Research Support] | **$**xxx |
| If actual project expenditure is significantly different to total ISCRR funds received to date (either above or below) please provide information here to account for this difference: | |
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**Reminder**: If you have any new staff, students, contractors or other personnel join the project since the last reporting period, please remember to ensure they have signed a confidentiality agreement, and a signed copy is forwarded to ISCRR. An electronic copy of the **confidentiality agreement** can be requested from ISCRR Research Support.

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| ***Research Chief Investigator Acknowledgement and Endorsement***:  As Research Project Leader of this project, I confirm that I have taken all reasonable steps to ensure that the information contained in this report is true and correct and that the statement of project expenses provided:   * has accurately recorded all project expenditure ; and * expenditure against staff salaries accurately reflects the time staff have spent working on this project during the reporting period   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Research Chief Investigator) |