



**TRISERVICE NURSING RESEARCH PROGRAM  
PROGRESS REPORT  
COVER PAGE**

Proposal No.: \_\_\_\_\_

MDA No.: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. Purpose: (check one)

Interim Report (due at 6 months from award date)

Annual Report (due within ninety days of the anniversary of the project start date)

2. Date project was initiated: \_\_\_\_\_

3. Period covered by this report from \_\_\_\_\_ to \_\_\_\_\_

**N.B. the report should cover information up to the date of the written report**

\_\_\_\_\_  
Principal Investigator (Signature)

\_\_\_\_\_  
Date

# INTERIM & ANNUAL PROGRESS REPORT FORMAT

## I. COVER PAGE

## II. TABLE OF CONTENTS

## III. INTRODUCTION (Limit 1 page. Be concise; do not provide entire application.)

- Subject and scope of study
- Specific aims of study
- Research questions/hypotheses

## IV. SUMMARY DISCUSSION

- Summarize the progress towards achievement of originally stated aims and list significant results. Include a comparison of the study's current status with the originally proposed plan and timeline.
- Provide a timeline delineating study's progress to date and plans for completion of study (see sample timeline in Appendix A).
- Present recruitment and retention data (see sample table in Appendix B).
- Present preliminary findings, if applicable.
- Provide the plan for completing the study.
- Provide in detail any problems encountered during the reporting period and how they were resolved, including:
  - Adverse events related to subjects
  - Unanticipated events/issues that may have affected the study progression
- Changes in to the protocol and/or research team. For a list of changes requiring prior approval from TSNRP, refer to <http://www.usuhs.mil/tsnrp/managing/priors.html>.  
FYI: all changes involving human subjects and/or protocol design must be submitted to all participating IRBs as addendums/modifications to the protocol. All IRB documents related to the change(s) must be forwarded to the TSNRP for approval.

## V. BUDGET DISCUSSION

- Provide a table showing the original budget categories' amounts, expenses to date for each category, reallocations, and projected expenditures to the end of the grant (see sample table in Appendix C). Discuss whether or not expenditures or lack of expenditures are consistent with expectations.
- Projection of adequacy of budget. For example, are there any anticipated over-runs or adjustments to the proposed budget?
- Execution of remaining budget.

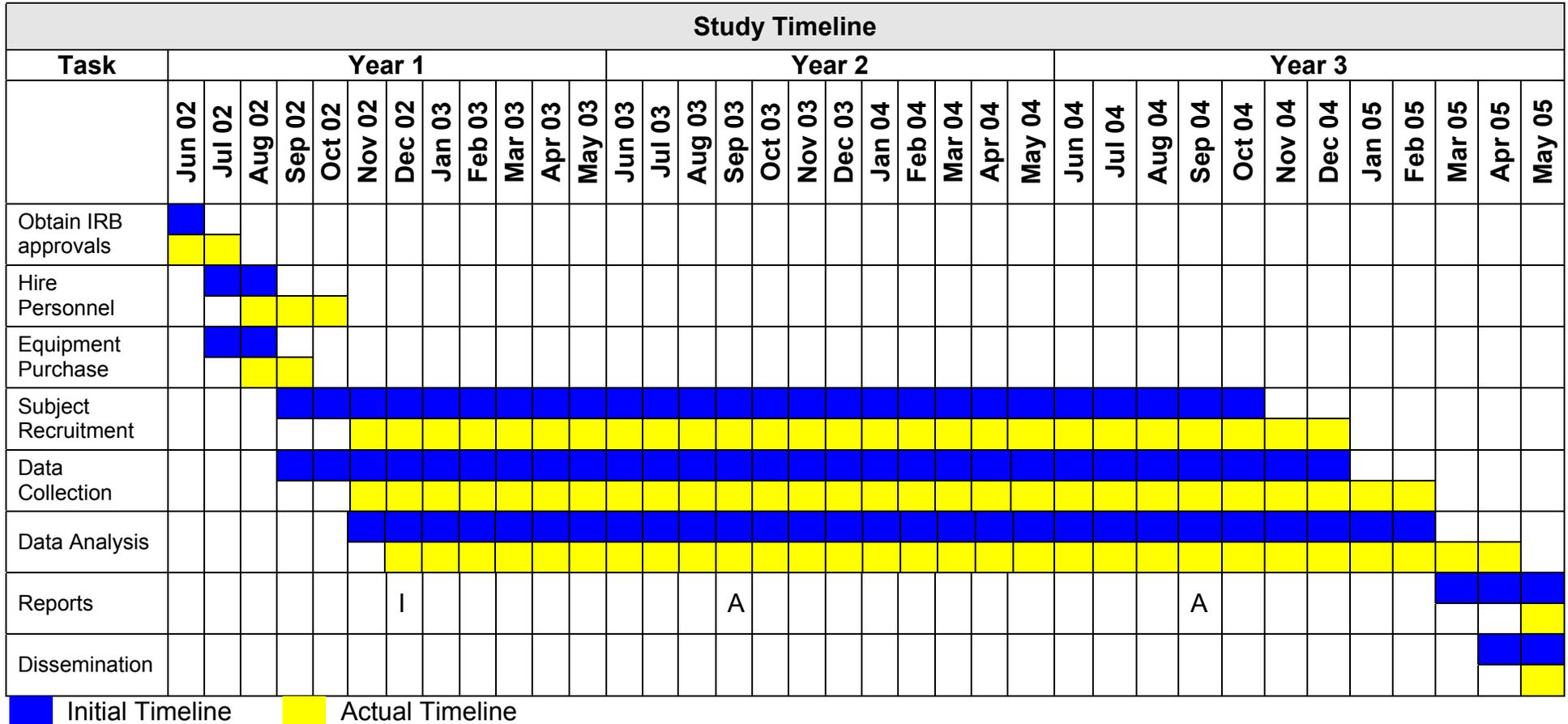
## VI. OUTCOMES FROM RESEARCH

- Publications and abstracts
  - Lay Press
  - Peer-reviewed Scientific Journals
  - Invited Articles
  - Abstracts
- Presentations

*Remember publications/abstracts must be approved by a military public affairs office or USUHS prior to submission.*

- Identify any possible policy implications.
- Identify any possible change of practice.

## APPENDIX A



Additional sample timelines are available on TSNRP's website at [www.usuhs.mil/tsnpr/managing](http://www.usuhs.mil/tsnpr/managing)

## APPENDIX B

### Recruitment & Retention Table

	Jul 02	Aug 02	Sep 02	Oct 02	Nov 02	Dec 02	Jan 03	Feb 03	Mar 03	Apr 03	May 03	Jun 03
# subjects available												
# subjects contacted												
# subjects screened												
# subjects ineligible												
# subjects refused												
# subjects consented												
Intervention/Control	■	■	■	■	■	■	■	■	■	■	■	■
# subjects enrolled												
Intervention/Control	■	■	■	■	■	■	■	■	■	■	■	■
# subjects dropped out												
Intervention/Control	■	■	■	■	■	■	■	■	■	■	■	■
# subjects completed intervention												
Intervention/Control	■	■	■	■	■	■	■	■	■	■	■	■

Additional sample tables are available on TSNRP's website at [www.usuhs.mil/tsnrp/managing](http://www.usuhs.mil/tsnrp/managing)

**APPENDIX C**

**Budget Table**

<b>CATEGORY</b>	<b>ORIGINAL AWARD</b>	<b>EXPENSED TO DATE</b>	<b>REALLOCATIONS</b>	<b>PROJECTED EXPENSES TO END OF STUDY</b>	<b>REMAINING AMOUNT</b>
Personnel					
Consultant					
Equipment					
Supplies					
Travel					
Patient Care Costs					
Other Expenses					
<b>TOTAL</b>					