

Guidelines for VLCS Faculty Research Proposal Progress Reports (March 2021)

A progress report for the project should be submitted to the VLCS Research & Graduate Studies Committee (R&GS) chairman (Noah Cohen) through Ms. Lessa Crawford after 6 months from the date of funding, and a final report should be submitted after 12 months. Extensions beyond the projected timeline for the grant must be approved by the R&GS. **Failure to submit progress reports will result in suspension or revocation of funding.**

The following format should be used for progress reports:

- A. For each of the specific objectives, aims, or testable hypotheses of the grant, please provide an update of progress to date
 - 1. Please itemize each specific objective, aim, or hypothesis
 - 2. Please describe any problems encountered, including delays
 - 3. Please describe any change in the study design or methods and provide an explanation for the change(s)
- B. Please list all presentations and publications resulting from this project that are planned or submitted. **A final draft of the manuscript should be submitted with the final progress report.**