

## **Guidelines for VLCS Faculty Research Proposal Progress Reports**

A progress report for the project should be submitted to the VLCS Research and Graduate Studies Committee (RGS) chairman, Dr. Noah Cohen, through Lindsey LeNeave ([lleneave@tamu.edu](mailto:lleneave@tamu.edu)) after six (6) months from the date of funding, and a final report should be submitted after twelve (12) months. Extensions beyond the projected timeline for the grant must be approved by the RGS. **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; and/or
  - 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.**