

*\*\*\* Please complete this report and remove or replace all the blue, italic instructions. \*\*\**

## EveryCat Health Foundation Progress Report

<b><u>EveryCat Grant Number (EC-, W, MT-)</u></b>	
<b><u>Project Title</u></b>	
<b><u>Institution</u></b>	
<b><u>Investigator(s)</u></b>	
<b><u>Project Start Date</u></b>	
<b><u>Report Number</u></b>	<i>Ex: Mid Year 1, End Year 1, Mid Year 2, End Year 2 ...</i>
<b><u>Current Date</u></b>	

A progress report of the funded project is REQUIRED every six months following the receipt of the grant award until the final project report is submitted. Reports must be submitted on this template. A financial report detailing funding and expenditures must accompany the final progress report. This can often be obtained from your financial department. **Failure to submit progress/final reports will delay any possible future funding.**

It is the policy of EveryCat Health Foundation not to disclose information from progress reports of sponsored studies to any individual, club, organization, EveryCat grant committee member, peer reviewer or company if the information contains data that, in the opinion of the EveryCat Health Foundation or the investigator, represents a conflict of interest.

The EveryCat Health Foundation sponsors research studies and contractually requires all investigators to provide periodic progress reports. The Foundation makes grant payments based on satisfactory progress of the study. Research progress is evaluated based on reviewing information provided by the researcher including the initial schedule of work to be performed and progress reports. These reports relate to the research methodology without drawing conclusions regarding research results.

EveryCat Health Foundation shares the non-confidential section of progress reports with donors who contribute to EveryCat a significant percentage of the cost of the study. This sharing by EveryCat is intended to nurture the interest of the donor in both the sponsored study and feline health research in general. Sponsors may also be in a position to assist the research in the identification of any additional cats for the study. The policy is also designed to assure the donor that his/her money is being well spent and EveryCat Health Foundation is closely monitoring the study.

### **Study Objectives**

*Restate all study objectives. If these have changed since the submitted application, please explain the study modification requests, which must be approved by EveryCat.*

*For each objective, please estimate a percent completion on its progress. If there are differences compared to the original timeline, please explain and describe how the project plan is adjusted to compensate for the differences.*

### **Expenditure of Funds**

*Please provide a comparison of actual expenses to budget at this point in the project. A Financial Report must accompany the final progress report.*

### **Scientific Report (Confidential):**

**For each progress report (mid-year, end of year, final), a detailed update must be provided and all relevant data must be included.**

*Data should include results of tests or experiments, analyses (e.g., statistical) of samples, tests, experimental results, and interpretation of analyzed results. Also include the plans for the next steps of the project.*

### **Non-Confidential, Lay Language Progress Summary (Required Information)**

*This summary will be shared with grant sponsors and donors. The more information that is provided in this summary, the more involved the sponsors will be in participating in the study as well as raising funds for future research. (750-word limit)*

### **Publications:**

*List publication citations that are directly related to the study. Please include papers in preparation, submitted, under review, or pre-print. Please attach copies of the articles to this report.*

### **Presentations:**

*Please list presentations directly related to this research.*

### **No Cost Extension (NCE) Request:**

*If you need to request a NCE, please explain. The request will be reviewed and, if approved, an acknowledgement will be sent extending the project end date by six months.*

### **Requests for EveryCat Health Foundation Assistance:**

*Please indicate if EveryCat can help the progress of the study in any way. For example, Distribute a Call for Samples, Post Study Participation Needs, Assist with Researcher Collaborations, etc.*