



HEART &
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Format of Interim Progress/Technical Reports: Max of 5 pages

- Title page (name of project, name of research institution, names of research team, time period the report covers);
- Synthesis: ½ to 1 page synthesis which situates the work in the project as a whole along with research objectives;
- Research problem: basic rationale (drawn from proposal/application);
- Research findings: research results to date. Status update.
- Project implementation and management
 - Project outputs and dissemination (i.e. publications, presentations)
 - HR issues (e.g. changes in research team)
 - Budget: any changes to annual budget expenses
 - Any other issues HSFC may be able to assist or should be made aware
- Impact (if any to report)
- Recommendations (if any to report)