



BETHLEHEM UNIVERSITY

DEAN of RESEARCH

P. O. Box: 9 - Bethlehem - Palestine

Tel: 274 1241 - Fax: 2744440

Progress Report Format

Progress Reports should be submitted **six months after the approval of the IRG**. These reports should provide a narrative of the achievement of the major objectives of the approved research proposal and the progress made toward the successful completion of the study during the reporting period.

The progress report will help the Research Council and the DOR accomplish the following goals:

- track the performance and progress made towards the successful completion of the approved research projects
- assess common challenges and concerns that affect the completion of these projects on time.
- Determine eligibility for project extension requests.

To complete this report, you are expected to follow the format below:

1. Introduction: Discuss the purpose of this research project and its underlying need, and describe the goals and objectives of the project as described in the approved proposal.

List the major goals of the project as stated in the approved proposal, noting any significant changes in the goals, approach or methods that were made to the approved proposal during this reporting period. Please, be advised that no significant amendment can be made to the approved proposal without the prior authorization of the Research Council and the DOR.

2. Preliminary Results: Discuss the preliminary accomplishments and results for each goal described above in relation to the timeline set for the approved proposal during this reporting period.

List each goal above separately and for each goal describe the following:

- major activities

- specific objectives
- significant results, including major findings, developments, or conclusions (both positive and negative)
- key outcomes or other achievements, and
- Goals not met within the approved timeline and why.

3. Problems and challenges: Describe the major problems and challenges that may have hindered the progress you could have made on accomplishing the above goals and discuss how plan to overcome these challenges and resolve these problems.

For each problem, you are expected to address the following points:

- Provide a brief summary of the problem
- Describe how you have addressed or plan on addressing the problem
- Discuss the impact of the problem on the progress of the project and its timeline.

If no problems were encountered during this reporting period, provide a clear statement to that effect.

4. Future Plans: Describe your plans to complete the rest of the IRG project and accomplish the goals and objectives of the approved study and move it to successful completion.

List the activities and plans as clearly and specifically as you can.

5. Progress status: Provide a brief narrative assessment of the overall progress you have made to complete this project successfully within the approved timeline of the proposal.