**Research Project Progress Report**

**Project Information**

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| **Project Number** | Click or tap here to enter text. |
| **Project Type** | Choose an item. |
| **Project Title in English** | Click or tap here to enter text. |
| **Project Title in Arabic** | Click or tap here to enter text. |
| **Principle Investigator** | Click or tap here to enter text. |
| **Project Period:** | From Click or tap to enter a date. To Click or tap to enter a date. |
| **Reporting Period:** | From Click or tap to enter a date. To Click or tap to enter a date. |
| **Report Submission Date:** | Click or tap to enter a date. |

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| **Section One: Summary** |
| *Please provide a short overview (1-2 paragraphs) of the project:*   1. *Briefly (4-5 sentences) describe both the research purpose and the underlying need for this research. Include sufficient detail for readers to get acquainted with the project without having to refer to your proposal.* 2. *State your hypothesis(es).*   *List the objective(s) of the research project, exactly as described in your approved Statement of Work.* |

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| **Section Two: Activities and Progress** |
| *Provide detailed* *report on the performed activities, which are outlined in your approved proposal, for the period covered by this report and describe any changes to these activities, including the reasons for such changes. Please include any additional activities undertaken that are not in your work plan, providing the background to their inclusion.* |

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| **Section Three: Outputs and Deliverables** |
| *Describe in detail any preliminary results, outputs, or deliverables for this project (e.g. presentations, studies, papers)? Please describe, provide URLs, or attach documents etc. If no preliminary results are available, state why (e.g., “The first period of data collection has only recently been completed and data analysis has not yet begun.”).* |

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| **Section Four: Evaluation** |
| *Provide a brief (4-5 sentence) assessment of how you feel your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline.* |

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| **Section Five: Risks, Issues and Challenges** |
| *Report on any issues or problems that have impacted on the development and implementation of the project during the reporting period. Detail what impact any issues may have on the achievement of project targets and set out how you plan to tackle these issues. Report on any unexpected project achievements* |

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| **Section Six: Collaboration** |
| *Is there any collaboration you have with any parties to run the project tasks? If any; please list them and what type of collaborations, you have* |

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| **Section Seven: Financial Statement** |
| *In this section you should detail the expenditure of the project so far. And please attached a financial report that is signed and stamped by the department of Finance.* |

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| **Section Eight: Official Request** |
| *List all your requests from the deanship of scientific research for any changes on the project objectives, work plan, financial changes… with full justifications* |

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| **Section Nine: Next Step** |
| *In this section you should very briefly list the activities planned and/ other information of relevance for the next stage of the project.* |

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| **Section Ten: List Of Equipment** |
| *In this section you should list the main equipment/systems were purchased from the budget of this project, please include the name, purpose, and model of them* |

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| **PI Name:** |  | **Signature and Date** |  |