**BBSRC GUIDELINES FOR PREPARATION AND SUBMISSION OF INTERIM REPORTS ON**

**RESEARCH SUPPORTED BY BBSRC RESEARCH GRANTS**

###### General

Interim reports should be submitted when applying for continuation funding for a current research grant, or when applying for funding for a related research grant. Any applications received which do not include this report will not be accepted until such a report is submitted, and the application will be deferred to the next round. Interim reports will be made available to referees of BBSRC research grants.

Please complete all sections of the form, as follows:

**Project details**

Enter all project details, as given in the original proposal. Also enter details of any extension to the duration of the grant agreed by BBSRC Office.

# Objectives

Insert the objectives of the grant, as given in the original proposal.

In the Changed Objectives box please give details of any revisions that were required by the awarding committee and any subsequent changes agreed with BBSRC Office.

**Technical summary**

Enter the technical summary as given in the original proposal.

**Summary report**

The summary report should identify the main achievements emerging from the project so far. It should be no more than two sides of normal A4 type.

# Submitting the form

By submitting this Interim Report you are confirming on behalf of your organisation that you have read and understood BBSRC’s requirements and have checked that the Interim Report complies with these. For grants involving named co-applicants and/or collaborators, the individual submitting the Interim Report must have secured the prior agreement of all those co-applicants and/or collaborators to the full contents of the report.

UKRI BBSRC

March 2022

**BIOTECHNOLOGY AND BIOLOGICAL SCIENCES RESEARCH COUNCIL**

**RESEARCH GRANT INTERIM REPORT FORM**

**PROJECT DETAILS**

**Grant number**

|  |
| --- |
|  |

**Award holding organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation |  | Research Organisation Reference: |  |
| Division or Department |  |

**Title of research project**

|  |
| --- |
|  |

**Project details**

|  |  |
| --- | --- |
| Total grant value (£) |  |
| Start date |  |
| End date |  |
| Original duration of grant (months) |  |
| Extension (as agreed with BBSRC Office) |  |

**Investigators**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Organisation** | **Division or Department** |
| Principal investigator |  |  |  |
| Researcher co-investigator |  |  |  |
| Co-investigator |  |  |  |

**Grant number**

|  |
| --- |
|  |

**Objectives - the main objectives of the research in order of priority (as in original research proposal)**

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|  |

**Changed objectives (as agreed with BBSRC Office)**

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|   |

**Grant number**

|  |
| --- |
|  |

**Technical summary (as in original application)**

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**Summary report – a summary of progress on the grant (up to 2 A4 pages)**

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|   |

V2. March 2022