

 Multi-year Research Project Grants

 PROGRESS REPORT

*Instructions to Project Leaders*

Progress reports are required to be submitted 12 months after the start of the project and annually thereafter for the duration of the grant.

Please check your Grant Agreement to determine the start date. Only a limited or nil response to Section 4 is expected for the first progress report.

The Financial Report lists reporting requirements for years 1, 2 and 3. Please complete the appropriate year(s) for the stage of your grant.

**Researchers please note:**

* The progress report must be completed by the Project Leader
* The Project Leader may need to seek and enter contributions from other parties where required.
* While there is no word limit to the text that can be provided, the Trust is generally seeking a maximum of half a page of information where a text response is required.
* Once complete, the report and the completed Financial Acquittal form, should be emailed to:

executive@eucalyptaustralia.org.au

Please send the electronic copy even if your institution requires it to be submitted via the Research Office. This facilitates timely review of your progress and payment of instalments.

* At the time of submission of the Progress Report, the Project Leader should contact the accounts department of the administering organisation and request that a Tax Invoice for the next grant instalment be raised and emailed or mailed to the contact below:

executive@eucalyptaustralia.org.au

Chief Executive Officer

Eucalypt Australia

6/126 Wellington Pde

East Melbourne Victoria 3002

PROGRESS REPORT ON PROJECT SUPPORTED BY EUCALYPT AUSTRALIA

*Please complete in Calibri 11 font. Boxes will expand to accommodate text.
To create extra rows, insert or tab in last cell.*

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| **Date Report Submitted:** |  |

1. **PROJECT IDENTIFICATION**

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| * 1. PROJECT TITLE
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| Name: |

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| * 1. ADMINISTERING INSTITUTION
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| Name: |
| Address: |

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| * 1. PROJECT LEADER
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| Title:  | Family Name: | First Name: |
| Email: |  |
| Telephone: |  |

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| * 1. OTHER RESEARCHERS
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| Name | Institution | Researcher Status (e.g. original, additional or withdrawn) and date of change (if any) |
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1. **PROJECT DESCRIPTION AND OBJECTIVES**

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| * 1. 100 word Project Summary
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| * 1. Summary of Original Objectives of Project
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1. **PROJECT OVER DUATION OF GRANT**

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| * 1. Have there been changes to the project?
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| * 1. What were your researchplans and objectives for the period covered by this report?

*The answer should be consistent with the original contracted project or the preceding Progress Report.* |
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| * 1. Did the project proceed as planned? What have you achieved over this period? Outline the research findings to date.
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| 3.4 Have you experienced any difficulties that have affected the progress of the project? If yes, give details. |
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| * 1. What are your research plans and objectives, including publication plans, for the coming year?

*Please note in your next Report you should report progress against these plans and objectives.* |
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1. **ACADEMIC OUTPUTS**

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| 4.1 Publications and other academic outputs directly related to this project.*Please list all publications and those manuscripts accepted for publication, for the period covered by this report.* |
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| 4.2 Evidence of scholarly impact and contribution *Is there evidence that this research project is having/has had an impact in the research field or the broader public domain? Include examples of formal training (PhD/Masters) as well as other training. If yes, give details.* |
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| 4.3 End-user interaction and other project outcomes *If there are examples of the impact of this research project not covered in Item 4.2 please provide details. For example, introduction or modification of standards/protocols within an industry sector, preparation of proposals for funding from other agencies as a result of outcomes from this project.* |
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1. **ATTACHMENTS and OTHER MATERIAL**

*Please provide, as separate files, any figures, graphs, images and other material that cannot be included in this form.*

*Please also provide updated material (text and images) that can be used to revise your project summary on the Trust’s website. Please provide text in word (up to 250 words) and images in JPEG format. If this is the final project report, we would be grateful if the summary reflects the outcomes of the project.*