

Annual progress report sample form

Progress report

PRIVACY STATEMENT

This report is only intended to capture anonymous data. This means no personal information which could be attributed to identifiable members of staff/personnel, including sensitive personal information, such as health-related issues. When completing the report, take care not to include any such personal information. Please also refer to our Wellcome Grants Privacy and Confidentiality Statement: <https://wellcome.ac.uk/funding/privacy-and-confidentiality-wellcome-grants> (opens in a new tab).

Describe the progress and highlights from your award over the last year.
(750 words)

Describe any challenges, or delays, in meeting the objectives of your proposed activities. For example, issues caused by staff recruitment, procurement, research space provision, technical issues, the impact of the Covid-19 pandemic.
(500 words)

Staff/personnel

Have any staff/personnel been funded through this award during the last year?

Yes
No

If No, move to the next section: 'Clinical Trials'.

If Yes, ask the following:

List all roles (both full-time and part-time) whose salaries or stipends are currently and directly funded through this award.

Include roles which are both fully-funded and part-funded by this award.

Role

Number

Options to select:

- *Researcher*
- *Postgraduate Student*
- *Postdoctoral Researcher*
- *Research Assistant*
- *Technician*
- *Management/Admin Support*
- *Other*

Clinical trials

If your award includes a clinical trial (funded in whole or in part by Wellcome), you must comply with our [clinical trials policy](#) (opens in a new tab). We undertake annual monitoring of this policy.

We use the information you provide in this section, and the information included within your public clinical trial registration, to check you are complying with our policy. Before submitting this report, ensure that the public record of your trial within your chosen registry is up to date. You must:

- register the trial in an approved registry before trial start date.
- include a data sharing plan as part of trial registration.
- list Wellcome as a funder and include the associated funding reference number as part of trial registration.
- publish and link, or upload a copy, of the protocol and statistical analysis plan to the registry before trial recruitment is complete.
- submit the summary trial results to the registry within 12 months of primary study completion.

1. Does your award include a clinical trial?	Yes No
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If Yes, complete Questions 2 and 3.

If No, move to the next section: 'Contacting Wellcome'.

2. Title of the trial

3. Do you have ethical approval to undertake this trial?	Yes No
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If Yes, complete Question 4.

If No, complete Question 3.1.

3.1 When do you anticipate getting ethical approval for this trial?

4. Has the trial started?	Yes No
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If Yes, complete Questions 5 and 6.

If No, complete Question 4.1.

4.1 When is the trial planned to start?

5. Give date the trial started.

6. Have you registered the trial in a clinical trials registry?	Yes No
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If Yes, complete Questions 7 and 8.

If No, complete 6.1

6.1. Why is the trial not registered?

7. Name of the register with which the trial is associated.
<p>(select) Picklist field. Options below.</p> <ul style="list-style-type: none"> • Australian New Zealand Clinical Trials Registry (ANZCTR) • Brazilian Clinical Trials Registry (ReBec) • Chinese Clinical Trial Registry (ChiCTR) • Clinical Research Information Service (CRiS), Republic of Korea • ClinicalTrials.gov • Clinical Trials Registry - India (CTRI) • Cuban Public Registry of Clinical Trials (RPCEC) • EU Clinical Trials Register (EU-CTR) • German Clinical Trials Register (DRKS) • Iranian Registry of Clinical Trials (IRCT) • ISRCTN Registry • Japan Primary Registries Network (JPRN) • Thai Clinical Trials Registry (TCTR) • The Netherlands National Trial Register (NTR) • Pan African Clinical Trial Registry (PACTR) • Peruvian Clinical Trial Registry • Sri Lanka Clinical Trials Registry (SLCTR) • UMIN Clinical Trials Registry • Other <ul style="list-style-type: none"> ○ Please specify

8. Trial registration number

Contacting Wellcome

Would you like someone from Wellcome to contact you to provide advice?

Yes
No

You should contact Wellcome at any time about issues on your award but you can use this form to request advice. This can include any administrative, budget or policy issues.

If Yes:

Briefly describe the issues you want to discuss. Do not provide any personal information here which could be attributed to identifiable individual members of staff/personnel, including sensitive personal information, such as health-related issues. If you need to refer to sensitive information, you can discuss that when we contact you.

(250 words)