*\*\*\* Please complete this document and remove or replace all the blue, italic instructions. \*\*\**

**AKC Canine Health Foundation**

**Progress Report**

|  |  |
| --- | --- |
| **CHF Grant Number** |  |
| **Project Title** |  |
| **Institution** |  |
| **Investigator(s)** |  |
| **Project Start Date** |  |
| **Report Number** | *Ex: Mid Year 1, End Year 1, Mid Year 2, End Year 2, Final, etc.* |
| **Current Date** |  |

**It is the policy of AKC Canine Health Foundation (CHF) not to disclose information from progress reports of sponsored studies to any individual, club, organization, CHF grant committee member, peer reviewer or company if the information contains data that, in the opinion of the CHF or the investigator, represents a conflict of interest.**

**CHF sponsors research studies and contractually requires all investigators to provide periodic progress reports. The Foundation makes grant payments based on satisfactory progress of the study. Research progress is evaluated based on reviewing information provided by the researcher including the initial schedule of work to be performed and progress reports. These reports relate to the research methodology without drawing conclusions regarding research results.**

**CHF shares the non-confidential section of progress reports with donors who contribute to CHF a significant percentage of the cost of the study. This sharing by CHF is intended to nurture the interest of the donor in both the sponsored study and canine health research in general. Sponsors may also be in a position to assist the research in the identification of any additional dogs for the study. The policy is also designed to assure the donor that his/her money is being well spent and the CHF is closely monitoring the study.**

**Study Objectives**

*Restate each study objectives. If these have changed since the submitted application, please explain the study modification requests.*

*For each objective, please estimate a percent completion on the progress. If there are differences compared to the original timeline, please explain and describe how the project plan is adjusted to compensate for the differences.*

**Scientific Report (Confidential):**

**For each progress report (mid-year, end of year, final), a detailed update must be provided and all relevant data must be included.**

*Data should include results of tests or experiments, analyses (e.g. statistical) of samples, tests, experimental results, and interpretation of analyzed results. Also include the plans for the next steps of the project.*

**Non-Confidential , Lay language Progress Summary**

*Please provide a non-confidential, lay language progress report summary which will be distributed to grant sponsors.*

**Publications:**

*List publication citations that are a result of the study. Please include papers in preparation, submitted, under review, or pre-print. Please attach copies of the articles to this report.*

**Presentations:**

*Please list presentations given as a result of this research.*

**No Cost Extension Request:**

*If you need to request a NCE, please explain below. The request will be reviewed and, if approved, a letter will be sent extending the project end date by six months****.***

**Requests for CHF Assistance:**

*Please indicate if CHF could help the progress of the study in any way. For example, Distribute a Call for Samples, Post Study Participation Needs, Assist with Researcher Collaborations. If you are in need of DNA samples, the* [*CHIC DNA Repository*](http://www.caninehealthinfo.org/dnabank.html) *has canine DNA samples available to genetic researchers. Please contact us to learn more.*