

**Research Progress Report Template**

*(Adapted from: National Science Foundation, 2012; University of Management and Technology, Malaysia, 2012)*

**THIS IS THE TITLE OF THE RESEARCH  
Indicate Progress Report No. (1 or 2)**

By:

Name of Author, Faculty, College of Name of College, Research Leader

Name of Author, Faculty, College of Name of College, Faculty Researcher

Indicate Research Grant Utilized

Date of Research Initiation and Expected Date of Project Completion

**RESEARCH PROGRESS**

For Progress Report No. 1 (40-50% complete), narrate research progress after data gathering, wherein data is ready for analysis. For Progress Report No. 2 (70-80% complete), narrate results obtained.

**Encountered constraints and solutions implemented or proposed**

A section for constraints encountered and how the researchers solved such issues should also be indicated.

**Status of finances**

Narrate the utilization of finances in the research

**Status of research according to approved schedule**

Indicate the status of research, as well as further elaborations on what stage the research is currently at.

**Note:**

The researcher or research team shall submit four (4) copies of a progress report to the Research Services Office (RSO) when the research is around 40-50% and 70-80% completed, respectively.