**[DELETE ALL TEXT IN GREY BEFORE SUBMITTING YOUR REPORT – To delete highlight whole paragraph and press delete]**



**MILESTONE PROGRESS REPORT**

**FRDC PROJECT NUMBER:**

**DATE DUE:**

**PRINCIPAL INVESTIGATOR:**

**OVERALL PROJECT PROGRESS:**

**Milestone Status**

|  |  |
| --- | --- |
| Has this milestone been achieved (Yes/No) |  |
| Will the project be completed according to the current milestone schedule (Yes/No) |  |

[If you answer “no” to either of these questions, then please provide an explanation for how you propose to ensure the milestone is to be achieved and/or the project is to be achieved in a timely manner and complete the section “Variations to project”.]

**Project progress against Project Objectives**

[Report on the overall progress of the project and how that aligns with achieving the project objectives as specified in the agreement. Ensure that you refer to the Key Performance Indicators and Outputs to date as described in the original application]

**Repeat the following three sections for each milestone in the period being reported on:**

1. **ORIGINAL MILESTONE DATE AND DETAIL:**

[As specified in agreement.]

1. **REVISED MILESTONE DATE AND DETAIL:**

[Only if previously arranged – delete this heading if not applicable.]

1. **PROGRESS AGAINST MILESTONE DETAIL (Achieved/Not Achieved):**

[Report on the research/activity undertaken to achieve each milestone since the last report. Reports should contain enough detail to establish the objectives and outputs of each milestone, as well as how it was achieved. Relevant tables and figures can also be included. Provide evidence that this has occurred – not a general description of what you did.

**If the milestone (or milestone activity) is not achieved, provide a description on why the milestone was not achieved and complete the “VARIATION TO PROJECT” section.]**

PUBLICATIONS/PRODUCTS

[Have any publications/products resulted from the work undertaken in this milestone? Examples include newsletters, fact sheets, transcripts, publications. If so, please submit with this milestone.]

SPECIAL CONDITIONS

[You need to report on the special conditions specified in Schedule 3 of your project agreement, where applicable, including forwarding this report to any subprogram/IPA if required]

**INTELLECTUAL PROPERTY ISSUES ARISING:**

[Describe discoveries that need or may need to be protected or given any other commercial consideration.]

**CONTACT WITH BENEFICIARIES:**

[List any project related communications with individuals or organisations.]

**PROGRESS AGAINST COMMUNICATION & EXTENSION PLAN:**

[Report on progress against the plan.]

**VARIATIONS TO PROJECT:**

[List any changes implemented or proposed, and outline reasons why these were/are necessary. Most variations will require FRDC approval. If you intend revising future milestones, list the intended date and title together with any previous versions of that milestone. Justification must be provided for these requests, especially where changes to budgets or impact on decision processes are concerned. Ensure that you have flagged this in Part 1 of this report]

[Include with the variation a table showing the link between the existing milestone schedule as outlined in the agreement or a previously approved variation.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Original due date** | **Original Detail** | **Original Cost** | **Status** | **Requested due date** | **Requested Detail** | **Requested new Cost** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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