## Progress Report for Project Number

*This document is an addendum to the Data Retention Extension request form.*

1. **Summary of current status of project** (stage of analysis, objectives yet to be met). Please include the reason an extension is required:

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1. **Please detail your anticipated timeline (including when you expect to complete the project) and remaining project activities**:

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1. **[REQUIRED FOR STUDENT PROJECTS]: Please indicate your expected graduation date. If you have already graduated, provide a rationale for why you still require access to the data:**

1. **Status of Funding** (including: current funding sources, expiry dates, if new funding been applied for, if funding has expired or been exhausted are funds available from the department, etc.) Please note if there are any funding extensions or new sources, please provide the related documentation to Population Data BC:

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1. **Team Members:** Were there any team member changes in the past year? Please list of all team members currently on the team, including team members who aren’t accessing the SRE or aren’t approved for data access by the data stewards. Please note if someone is no longer on the team.

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1. **Publications:** Please provide lists of all submitted and planned publications - including Masters and PhD thesis. Tips for filling out this section:
   * All publications should be listed, not just output published since the previous progress report.
   * Please include full references where possible, or title/publication name if not yet published.
   * Please note if a publication changed its title in the final published version.
   * Citation style does not matter.

IMPORTANT: For projects using data from the Ministry of Health (MOH): If any of the published papers or manuscripts submitted for publication has not been reviewed by MOH and the submission was after November 1, 2011, please provide a rationale for not submitting the manuscript for review to the MOH as required by the MOH’s “zero-tolerance” letter issued on September 30, 2011. Please contact the Data Access Unit for guidance if necessary.

1. SUBMITTED PUBLICATIONS/ PRESENTATIONS

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| Include any and all publications that include findings from this project, including thesis/ dissertation: | Data Stewards relevant to material submitted: | Sent to Data Stewards for review? | Date first submitted to Data Stewards for review | Published/Presented publically? |
| *Example 1:*  Smith, J., Jane Doe. (Year of Publication). “Title of Publication” *Journal Title*, Vol X, A– Z. | BCCA, DSC, MOH, VSA, | Yes  No | January 1, 1900 | Yes  No |
| *Example 2:*  Doe, J. Presentation Title. Conference Name. Date of Conference. Location of Conference. | CIC, HELP, PSBC, WSBC | Yes  No | December 31, 9999 | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |
|  |  | Yes  No |  | Yes  No |

1. PLANNED/ IN PROGRESS MANUSCRIPTS OR OTHER PUBLIC DISSEMINATION *Where possible please list target journals for future submissions, projected dates for submission and publication, and any other relevant information*:

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