

RESEARCH IN NURSING EDUCATION GRANT PROGRAM GUIDELINES FOR INTERIM REPORT(S)

Interim reports for one-year grants are due **no later than April 1** of the year following receipt of grant funds. Interim reports for two-year grants are due **no later than October 1** of the year following receipt of grant funds. Any modification of these deadlines requires submission of a *Grant Modification Form* and NLN approval. A copy of this form can be found on the NLN website.

Using APA format, prepare a report, *not to exceed four (4) pages*, that includes the following sections:

Cover Page

Title of the study
Name/credentials/position title(s) of the principal investigator
Name/credentials/position title(s) of any co-investigators
Name of the institution(s)
Grant period

Current Status

Please provide a summary statement on the overall status of the grant.

Progress Toward Research Goals

Describe steps you have taken or the procedures you have followed towards achieving the research goals.

Obstacles Encountered

Describe the obstacles encountered in achieving the research goals.
Describe plans or steps taken to overcome these obstacles.
Discuss any revisions of research aims that may be needed in light of the obstacles encountered.

Expenditure of Funds

Please use the *Budget Template* (available on the NLN Website) to prepare your budget for the interim report and include all originally approved line items. Please show what funds have been expended to date on each line item. Provide footnotes or comments as needed to explain the expenditures.

Copy and paste the following NLN website link into your web browser to access proposal budget guidelines or the toolkit.

<https://www.nln.org/education/grants-scholarships/research-grants/professional-development-programgrants-and-scholarshipsnursing-education-research-grants/nln-nursing-education-research-grants-guidelines-3c1bb35c-7836-6c70-9642-ff00005f0421>

Please submit your report to the NLN Nursing Education Research Grants Program at research@nln.org by the due date designated by NLN Staff. Please type **Interim Progress Report**_*last name of PI* in the subject line.

Questions related to this report should be directed to research@nln.org.