

Annual Project Status Update

All research applicants must submit a project status update form at the end of their approved research period.

Part I: Complete the following

Proposal Title:	
Today's Date:	Original Approval Date:
Researcher Name:	Organization Name:
E-mail Address:	Phone:

Part II: Indicate purpose for submission (select all that apply).

<input type="checkbox"/>	<p>Completion of current research:</p> <p>1. Complete project summary report (Part III)</p>
<input type="checkbox"/>	<p>Continuation of current research (including ongoing data collection, analysis, report writing):</p> <p>1. Complete project summary report (Part III)</p> <p>2. Submit an IRB renewal letter from your organization</p> <p>Note: Continuations will only be granted for one year at a time.</p>
<input type="checkbox"/>	<p>Modification of original research proposal:</p> <p>1. Select all sections that have changed substantially since the original proposal</p> <p>2. Complete rationale for modification (Part III)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research purpose <input type="checkbox"/> Research question(s) <input type="checkbox"/> Timeline <input type="checkbox"/> Study population <input type="checkbox"/> Participant selection methods <input type="checkbox"/> Study design <input type="checkbox"/> Analysis plan <input type="checkbox"/> Consent form(s) and/or process by which consent is obtained (please attach) <input type="checkbox"/> Research Instruments (please attach) <input type="checkbox"/> Type of data collected <input type="checkbox"/> Other (please specify within written rationale) <p>Note: Modification requests that are approved are granted for the same school year in which the initial research request was approved. If data collection goes beyond the school year of the approval period, researchers will need to submit a continuation (see details above).</p>

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Part III:

Project Summary Report

1. Whether your research is **complete** or **ongoing**, please provide a brief summary of your project below or attach as a separate document. Your summary report should not exceed 3 single-spaced pages, and should include the following information:
 - Project Title and Aims: Include research questions/hypotheses, methods, study population/sites, and benefits to FCS.
 - Activities Completed to Date: List the high-level activities completed within the period covered by the report (e.g. literature review, site selection, participant recruitment, data collection, data cleaning, data analysis, report writing, etc.).
 - Findings During This Reporting Period: Describe significant findings and/or list major accomplishments. Please provide information specific to FCS as much as possible.
 - Timeline: Discuss plans to complete the remaining stages of the project (if applicable).

OR

Rationale for Modification

2. If you are requesting a **modification**, please provide an explanation for all sections selected in Part II below. Rationale should be no longer than 1 page single spaced.

Submit all completed forms to programevaluation@fultonschools.org