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

<table>
<thead>
<tr>
<th>Proposal Title:</th>
<th>Original Approval Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today’s Date:</td>
<td></td>
</tr>
<tr>
<td>Researcher Name:</td>
<td>Organization Name:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

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

- **Completion of current research:**
  1. Complete project summary report (Part III)

- **Continuation of current research** (including ongoing data collection, analysis, report writing):
  1. Complete project summary report (Part III)
  2. Submit an IRB renewal letter from your organization

**Note:** Continuations will only be granted for one year at a time.

- **Modification of original research proposal:**
  1. Select all sections that have changed substantially since the original proposal
  2. Complete rationale for modification (Part III)

- Research purpose
- Research question(s)
- Timeline
- Study population
- Participant selection methods
- Study design
- Analysis plan
- Consent form(s) and/or process by which consent is obtained (please attach)
- Research Instruments (please attach)
- Type of data collected
- Other (please specify within written rationale)

**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).
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:
   
   o Project Title and Aims: Include research questions/hypotheses, methods, study population/sites, and benefits to FCS.
   
   o 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.).
   
   o Findings During This Reporting Period: Describe significant findings and/or list major accomplishments. Please provide information specific to FCS as much as possible.
   
   o 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