

**OFFICE OF RESEARCH AND SCHOLARSHIP Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For Administrative Use Only*

## Progress and Completion Report

**Procedure:** The Progress or Completion Report is divided into two sections.

* The first section is intended to describe the course of the project. This report is to be no more than 2 pages with a total of 500 words.
* The second section is designed to demonstrate the impact of the project on Kwantlen’s students; faculty and teaching; and the internal and external community. Please complete this summary in 250 words or less.

**Name of Fund:** Choose an item.

**Name:** Click here to enter text.

**Project Title:** Click here to enter text.

**Project Start Date:** Click here to enter a date.

**Project End Date:** Click here to enter a date.

**Please Indicate:** Completion Report?  Progress Report? 

Signature: Date: Click here to enter a date.

**SECTION 1a: Describe the Content & Results of Project**

Click here to enter text.

**SECTION 1b: Course of Project**

Click here to enter text.

**SECTION 2: Impact of Project**

Click here to enter text.