**Thesis Progress Monitoring Form**

**Part 1 - To be completed by Trainee and emailed to Supervisor(s) prior to Joint Annual Review**

**Note: Part 2 of the form should be completed by the academic supervisor following the Joint Annual Review and then both parts stored with JAR paperwork. Trainees should then send a copy of the completed form to the Research Director.**

**NAME:**

**INTAKE YEAR:………………………………………………………………………….**

**THESIS TITLE:**

**SUPERVISOR(S):**

**DATE OF JOINT ANNUAL REVIEW MEETING:**

**\*\* All questions must be answered \*\***

1. Please summarise overall progress (including any obstacles and how you have or plan to address them) with your empirical research project and systematic review to date (e.g. what stages of the research process have been completed; progress with recruitment) and your expected timeline for completion of the various stages of research, including write-up:
2. Have you identified a systematic review question? **Yes/No**
	1. If Yes, what is your question?
	2. If Yes, have you registered your systematic review protocol on a public database (e.g. Prospero)? **Yes/No**
3. Describe your progress to date (e.g. what stages of the review process have been completed)and expected timeline for completing the various stages of your systematic review:
4. Consider your progress to date in relation to the timeline in your Research Proposal (R1); have there been any unforeseen challenges or delays that have affected progress (and what steps have been taken to address them)?
5. Does your project require a Sponsor? **Yes/No**
	1. If no, please state why and who has confirmed this:
	2. If Yes, has your proposal already been reviewed by the sponsor? (select below the option that best describes the current status):

**Not submitted/ Submitted and currently under review / Sponsor review completed**

1. Does your project require ethical approval? **Yes/No**
	1. If no, please describe the reason and who has been consulted to confirm this:
	2. If Yes, select below which option best describes the current status:

**Not submitted/ Submitted and currently under review / Favourable ethical opinion obtained**

1. Is NHS Research & Development/Innovation approval required for your project? **Yes/No**
	1. If no, state the reason and who has been consulted to confirm this:
	2. If yes, has this already been obtained? **Yes/No**
		1. If yes, which R&D/I department(s) have approved your research?
2. Are any other organisational approvals required (e.g. third sector, local authority)? **Yes/No**
	1. If Yes, have these already been obtained? **Yes/No**
	2. State which organisation(s) require approvals:

Trainee signature: ……………………………………… Date: …………………..

**Part 2 - To be completed by Research Supervisor following Joint Annual Review**

Trainee:

Intake Year:

Was Part 1 of the Research Progress Report provided before the meeting? Yes/No

**SUMMARY OF PROGRESS WITH RESEARCH**

Approvals and governance issues:

Empirical Project:

Systematic Review:

**Recommendations:**

Signed by Research Supervisor (or email authorisation): ……………… Date: ……………………