HUMAN ANIMAL BOND RESEARCH INSTITUTE (HABRI)

**YEAR-END PROGRESS REPORT**

**Note:** Approval of next year’s funding is conditioned on the conduct of the study so as to achieve the greatest possible progress consistent with the nature of the work. Any portion of the report **may be shared with donors** unless confidentiality is specifically requested by the PI. **Please be aware** that study reviewers may or may not have been reviewing ongoing study reports. The year-end report must comprehensively update the entire project including any changes and justifications.

1. Grant ID/Title of Project:
2. Principal Investigator (or Fellow and Mentor), Suffix(es) and Organization:
3. Date of report:
4. Briefly describe the progress made toward the study’s goals and objectives (2-3 sentences). If no progress has been made, please explain.
5. If the project is still undergoing recruitment, please provide a brief update. Describe any alternate recruitment strategies being considered if target recruitment has not been met.
6. Is there anything HABRI needs to be notified of at this time relevant to the study’s progress?

***Note:*** *any change in the study’s objectives, budget, personnel or timeline* ***requires advance approval*** *by HABRI. To request a study change or extension, please complete a Request for Study Change form (*[*Found Here*](https://habri.org/assets/uploads/HABRI_Request_for_Study_Change_Form_2024.docx)*) and include it with your report.*

1. Scientific update - Re-state the study’s objectives and summarize the progress made for each objective. **Please be specific** – this portion of the report will be evaluated by the scientific advisory board.
2. Lay language update - This portion of the report may be shared with HABRI stakeholders (e.g., donors, veterinarians) (2-3 sentences each).
3. Summarize the hypothesis and objectives of your project. Which objectives have you completed to date?
4. What work is planned during the next 6-12 months?
5. How will your project help people in the short-term and/or long-term?
6. How will your project help animals in the short-term and/or long-term?
7. How might veterinary or other professionals (clinicians, social workers, educators, etc.) use information gained from this study to improve patient care? Will it change current methods for treatment of disease/health conditions? If so, how?
8. Note any problems you’ve encountered and solutions to those problems.
9. Describe any “successes” the study has experienced during this period. If you have preliminary results to report that directly benefit a specific patient or population, please do so here. HABRI also appreciates stories of how studies contribute to a researcher’s professional growth. If you’re aware of any coverage from media or news organizations, including local and student papers, please share links to the articles here.
10. If animals are involved in this study, including companion animals of study participants, please comment briefly on the animal care protocols being used (housing, pain management, enrichment, etc.) and include the **expiration date of the IACUC protocol.**
11. Please list the current expiration date of the IRB approval, if applicable. If there have been any changes and/or renewals in IRB approval since the previous report, please provide proof of the change/renewal along with submission of this report.
12. List all past, currently accepted and any in-process publications. Include the name(s) and date of the journal(s) and all authors. Please include (pdf) a copy/reprint of each article. **Note: Acknowledgement of HABRI funding is required in all publications (please include the study’s Grant ID # in the acknowledgement)**. Please note that the Grant-In-Aid Agreement requires notification in writing within ten (10) days of acceptance of any such publication.
13. List all past, currently accepted and any planned presentations. Please attach copies of all presentation abstract(s) (include the conference name, date of presentation and location). **Note: Acknowledgement of HABRI funding is required in all presentations.** Please note that the Grant-In-Aid Agreement requires notification in writing within ten (10) days of acceptance of any such presentation.
14. Please attach a photograph(s) of yourself, your staff, staff working on the research project, and/or of participants of the study. Note: all materials provided shall be deemed to be accompanied by permission to use such materials and the names and likenesses of individuals in HABRI’s publications and presentations for fundraising purposes.