

Holders of NSERC and SSHRC scholarships and fellowships are expected to make systematic and consistent progress in their research and are **required** by NSERC and SSHRC to submit an annual Research Progress Report, detailing the achievements of the previous year and the objectives for the next year. This report must be submitted to the Graduate Awards team in SFU Graduate Studies at gradawards@sfu.ca.

The completed report will be kept in the student's file in Graduate Studies, for possible review by the national granting councils.

Completed Reports must be submitted to Graduate Studies at least **four weeks before the anniversary date of the award** in order to receive funding for the next year.

Please complete the Research Progress Report using the text box on the second page and taking into account the following questions:

1. What progress was made during the previous year toward completing the program requirements (courses, comprehensive examination, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
2. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?
3. What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion timelines for these outstanding program requirements, including the specific objectives for meeting these in the next year.
4. Other comments, if any.



(Please type or print in this space only.)

Student signature	Date
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Student to send form to Senior Supervisor to complete Section B.

The Senior Supervisor should respond to the questions in the Report and provide additional comments regarding the student’s progress. If progress is inadequate, please attach documentation outlining the assessment of the progress.



How often do you meet with the student? Weekly Monthly Every two months Rarely or never		
When do you expect the thesis to be submitted (date)?		
What is your general assessment of the student’s progress during the past year? Excellent Very Good Good Fair Inadequate (attach relevant documents)		
Please provide details on the student’s research progress:		
Senior Supervisor Name	Signature	Date

Senior Supervisor to send to Graduate Program Chair (or equivalent) to complete Section C.

The Graduate Program Chair needs to review and sign the Report. If progress is unsatisfactory, the Graduate Program Chair and/or the Senior Supervisor should attach documentation outlining what measures have been or will be taken to redress the situation.

