

4.6 Monthly IFP progress reporting form

In order to follow the progress of industrial fellow involved in the IFP the monthly reporting protocol is envisaged. The monthly progress reports have to be submitted by the end of each month to both research mentor and responsible person of sponsor enterprise, which have to mutually approve the progress report.

The monthly progress report should include the activity report of the work performed within the current month. The report should relate performed work to the activities proposed in the approved IFP work programme. Any deviations of the work from the proposed program should be identified and reported. In the monthly report the trainee can also propose eventual changes to the proposed activities. Both research mentor and sponsor enterprise representative will evaluate the fellow's report and approve or suggest eventual required corrective measures in order to achieve the targeted program goals

The template of the monthly progress report including comments is provided bellow.

Personal details	
IFP ID No.:	Date:
First name:	Last name:
Details of academic institution	
Academic institution:	
Department/research center:	
Research mentor:	
Details of sponsor enterprise	
Name:	
Responsible person:	
Activity report	
Provide description of tasks worked on during the last period and achievements made towards the planned objectives	
Deviations from the planned activities/objectives	
Identify the nature of the problem and list corrective action/proposed changes to timeframe or work to be done	
Comments of the academic mentor	
Evaluation of progress, comments and suggestions, approval of corrective actions	
Comments of the sponsor enterprise representative	
Evaluation of progress, comments and suggestions, approval of corrective actions	