

## **RESEARCH IN NURSING EDUCATION GRANT PROGRAM GUIDELINES FOR INTERIM REPORT(S)**

Interim reports for one-year grants are due **no later than April 1** of the year following receipt of grant funds. Interim reports for two-year grants are due **no later than October 1** of the year following receipt of grant funds. Any modification of these deadlines requires submission of a *Grant Modification Form* and NLN approval. A copy of this form can be found on the NLN website.

Using APA format, prepare a report, ***not to exceed four (4) pages***, that includes the following sections:

### ***Cover Page***

Title of the study  
Name/credentials/position title(s) of the principal investigator  
Name/credentials/position title(s) of any co-investigators  
Name of the institution(s)  
Grant period

### ***Current Status***

Please provide a summary statement on the overall status of the grant.

### ***Progress Toward Research Goals***

Describe steps you have taken or the procedures you have followed towards achieving the research goals.

### ***Obstacles Encountered***

Describe the obstacles encountered in achieving the research goals.  
Describe plans or steps taken to overcome these obstacles.  
Discuss any revisions of research aims that may be needed in light of the obstacles encountered.

### ***Expenditure of Funds***

Please use the *submitted budget form* to prepare your budget for the interim report and include all originally approved line items. Please show what funds have been expended to date on each line item. Provide footnotes or comments as needed to explain the expenditures.

Copy and paste the following NLN website link into your web browser to access proposal budget guidelines or the toolkit.

<https://www.nln.org/education/grants-scholarships/research-grants/professional-development-programsgrants-and-scholarshipsnursing-education-research-grants/nln-nursing-education-research-grants-guidelines-3c1bb35c-7836-6c70-9642-ff00005f0421>

Please submit your report to the NLN Nursing Education Research Grants Program at [research@nln.org](mailto:research@nln.org) by the due date designated by NLN Staff. Please type **Interim Progress Report** <last name of PI> in the subject line.

Questions related to this report should be directed to [research@nln.org](mailto:research@nln.org).