



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

Interim reports for one-year grants are due at the 6 month point of the study or **no later than April 1** of the year following receipt of grant funds. Interim reports for two-year grants are due at one year or **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

Abstract (limited to 1500 characters or approximately 250 words)

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

This should include the initial line item budget showing planned expenditures for the total amount funded as well as line item expenditures over the current grant period. Please provide footnotes or comments as needed to explain the expenditures. For NLN's budget guidelines, please access the [NLN Grant Submission Guidelines](#).

Please submit your report to the NLN Nursing Education Research Grants Program at research@nlm.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@nlm.org.