

MLA Research Training Institute

Quarterly Research Progress Report

RTI Fellow Name:

Project Title:

Summer Quarter Reporting Dates: July 15, xxxx, to September 30, xxxx.

Quarterly reports help keep you on track in meeting your research goals. They are also opportunities to get assistance with problems that you may encounter and constructive feedback and encouragement from your mentor and project director. A timeline for project completion by May 2020 is provided below.

Please provide brief answers to the following questions or statements. If there is nothing to report under a particular item, please state “Nothing to Report.”

1. Please provide a status of the project and the major activities that were completed this quarter.
2. Please describe any problems or delays with the project and the efforts undertaken to address them.
3. Please describe planned activities for next quarter.
4. If an IRB was required for your project, what is the status of the application? Please attach approval letter if/when received.
5. What is the status of the data collection activities for your project (please attach data collection instrument).

6. Describe ways in which your RTI research training and project have had an impact on your institution. Please include your research related activities during this period, such as research instruction, research collaborations, research instruction, and/or other institutional impacts.

Timeline for Research Project Completion:

The typical RTI research project takes 9–10 months, depending on the individual project. The timeline below reflects an ideal timeline for the completion of your research study by May 2020. The timeline and quarterly reports are provided to help keep you on track through the weeks/months after the workshop as you prepare and conduct your research project.

By September 30, 2019 (July 15–September 30, 2019)

- Research question finalized
- Study design (protocol) finalized
- Data collection instrument prepared and tested
- Study population defined

By December 31, 2019 (October 1–December 31, 2019)

- IRB application approved
- Data collection underway
- Initial data analyses underway

By March 31, 2020 (January 1–March 31, 2020)

- Data collection underway/completed
- Data analysis underway

By June 30, 2020 (April 1–June 30, 2020)

- Data collection completed
- *Data analyses completed by May 1, 2020
- *Research e-poster and presentation at MLA annual meeting (May 15–19, 2020)
- Research publication draft underway

This form was authored by Susan Lessick.