NSERC/SSHRC ANNUAL RESEARCH PROGRESS REPORT

INSTRUCTIONS
Holders of NSERC and SSHRC scholarships and fellowships are expected to make systematic and consistent progress in their research. An annual Research Progress Report, detailing the achievements of the previous year and the objectives for the next year, is required by NSERC and SSHRC and must be submitted to Graduate & Postdoctoral Studies, Maggie Benston Student Services Centre 1100, Simon Fraser University, 8888 University Drive, Burnaby, BC.

The Report must be submitted 4 weeks prior to the anniversary date of the award, in order to receive funding for the next year.

Students need to complete the Research Progress Report and submit it to their Senior Supervisor for review. The Senior Supervisor needs to review the student’s progress and, if deemed unsatisfactory, he or she will make appropriate recommendations and sign. The departmental Graduate Program Chair (or equivalent) will do likewise.

The completed Report will be kept in the student’s file in Graduate & Postdoctoral Studies, for possible review by the national granting Councils.

SECTION A: To be completed by the student
Please complete the Research Progress Report 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.

SECTION B: To be completed by the Senior Supervisor
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.

SECTION C: To be completed by the departmental Graduate Program Chair (or equivalent)
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.

DEADLINES
Completed Reports must be submitted to the Office of the Dean of Graduate Studies at least four weeks before the anniversary date of the award.

- April 15 for awards whose anniversary date is May
- August 15 for awards whose anniversary date is September
- December 1 for awards whose anniversary date is January

No future award payments will be made until the completed Research Progress Report is received.
STUDENT INFORMATION

First name
Student number
Department
I am holding:

Signature of student

SECTION A: STUDENT’S REPORT

Please refer to the questions listed on the instructions page.

Signature
Date

SECTION B: SENIOR SUPERVISOR’S COMMENTS

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?

Please provide details on the student’s research progress:

Name of Senior Supervisor

Name of Graduate Program Chair

SECTION C: DEPARTMENTAL GRADUATE PROGRAM CHAIR’S COMMENTS

This report is: Fully satisfactory Unsatisfactory (Please indicate what measures have been or will be taken to redress the situation and attach any relevant documents.)

Comments (if required):

Name of Graduate Program Chair

Revised July 2019