




Industrial Postgraduate Scholarships and NSERC/MITACS Scholarships

PROGRESS REPORT CHECKLIST

(Use this checklist to ensure your report is complete; however, it does not need to be sent to NSERC.)

Part 1	IPS Holders	√	NSERC/MITACS Holders	√
<p>To be supplied by the student to the office of the Dean of Graduate Studies.</p> <p>This part may be prepared entirely by the student, or parts may be contributed by the supervisor at the sponsoring organization or the university supervisor.</p> <p><u>Three pages maximum</u></p>	<p>General information regarding the progress made toward the research objectives identified at the time of the application</p>		Use the following subheadings:	
			Background information	
			Research goals at the beginning of the project	
			Research methodologies and techniques	
			Research goals achieved	
			Summary of the outcome	
			Future plans	
			Benefits for the partner organization	
<p>Time at sponsoring organization</p> <p>If no time has been spent at the sponsoring organization, the award may not be renewed.</p> <p>Use the  template to provide a table showing the time you spent at the sponsoring organization in the past year.</p> <p>Provide a second page showing how you plan to distribute at least 50 days at the sponsoring organization across the next year of the award.</p> <p>If you did not spend at least 50 days at the sponsoring organization (for full time awards) in the last year, you must submit a proposal to bring the average time spent at the organization, over the duration of the award, up to 20 per cent in the next year of the award. The sponsoring organization must agree to this proposal.</p>				
Part 2	IPS Holders	√	NSERC/MITACS Holders Only	√
<p>To be completed by the dean or university representative</p>	Confirmation that the student has maintained a satisfactory standing in the program		<p>An NSERC Grants in Aid of Research, Statement of Account (Form 300) must be completed by the Research Grant Office and signed by the academic supervisor who received the grant.</p>	
	Confirmation from the supervisor indicating if research progress is satisfactory			
	Confirmation that the university has received the organization's financial contribution for the reporting year of the progress report			
	Confirmation that the sponsoring organization has indicated its intention to pay its subsequent year's contribution to the scholarship			