

**NSERC**

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**Form 7**  
**Annual Progress Report/  
Request for Subsequent Instalment**  
*(Scholarships and Fellowships Division)*

**PROTECTED when completed**

Family name, given name and initial(s) of award holder		NSERC application number	Committee number
Institution of tenure	Department		Type of award

**Part I: To be completed by award holder**

Award holders must attach a one-page report on the work accomplished, taking into account the following elements:

1. What progress was made during the previous year toward completing the research program or degree requirements (courses, comprehensive examination, thesis, etc.)? Did this progress meet or surpass the objectives set at the beginning of the year? Explain.
2. What progress was achieved during the previous year with respect to professional development (conference presentations, publications, etc.)?
3. What research objectives or degree requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the deadlines for their completion, as well as specific objectives, for the coming year.
4. Other comments, if any.

**Part II: To be completed by award holder**

I hereby request payment of the \_\_\_\_\_ instalment of my award for the period from \_\_\_\_\_ to \_\_\_\_\_  
*Date (day/month/year)*

I expect to work under the terms of my award throughout the period for which payment is requested. I shall immediately inform NSERC if I discontinue my full-time studies/research, temporarily or permanently, during this period.

- Please mail instalment cheque as indicated on my previous instalment request.  
 Please update my mailing address for:

instalment cheque       T4A form

\_\_\_\_\_  
*Mailing address (including postal code)*

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_\_\_  
*Signature of award holder\**

\_\_\_\_\_  
*Date (day/month/year)*

\* I have seen Part III of this form.

**Part III: To be completed by the supervisor**

I have read the progress report prepared by the award holder. My general assessment of the award holder's progress during the past year is:

Excellent       Very good       Good       Inadequate

Elaborate:

I confirm that the award holder is expected to continue to work under my supervision for the full period for which payment is requested and that payment of this instalment of the NSERC award is in order.

\_\_\_\_\_  
*Signature of supervisor*

\_\_\_\_\_  
*Date (day/month/year)*

\_\_\_\_\_  
*Printed name*

Approved \_\_\_\_\_  
*Signature of NSERC Program Officer*

\_\_\_\_\_  
*Date (day/month/year)*

Please note that NSERC will contact you **only** if there is a problem with your report.