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| **Project Name:** |  |
| **Project Reference:** |  |
| **Principal Investigator:** |  |
| **Co- Investigators:** |  |
| **bp-Mentor(s):** |  |
| **Fundamental/Applied:** |  |
| **Research Personnel:** |  |
| **Project Start date:** |  |
| **Project End Date** |  |

**Quarterly Progress- Q1/Q2/Q3/Q4-2021 [Insert Date e.g. 31st March 2021]:**

|  |
| --- |
| **Attendees:-**  **Progress:-**  *No more than 1 page - Include highlights on research, personnel etc. and any issues/risks to delivery.* |
| **Health and Safety:** *This is in relation to your bp ICAM project and local laboratories - Please report by university. No. more than 4-5 lines – please provide a brief explanation of Health and Safety activity within the quarter as summarised above (include also Health and Safety training, Health and Safety improvements made), including numerical data on:*  **Total no. of safe acts/conditions observed in quarter:-**  **Total no. of accidents/incidents reported in quarter:-**  **Total no. of local lab walkthroughs in quarter:-**  **Health and Safety Notes:** |

**MILESTONES:**

**Blue - 'complete'; Green - 'on-track', Yellow - 'concern but doable', Red - in trouble or overdue; Purple - 'Reprioritised'**

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| **MILESTONE** | **TARGET DATE** | **STATUS** | **COMMENTS** |
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