**Checklist for Interim Report Submission**

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| Before the Interim Report is submitted all the following items must be addressed.  Cross out the incorrect option. | | |
| 1 | Have you shared the feedback on Synopsis from Program Director with your Mentor? | **YES / ~~NO~~** |
| 2 | Have you incorporated the changes suggested in the feedback? | **YES ~~/ NO~~** |
| 3 | If the answer to (2) is NO, have you explained why the changes cannot / should not be made? | **~~YES / NO~~** |
| 4 | What proportion of total project work have you completed? | **~~50% or less/ 50% - 75% /~~ Above 75%** |
| 5 | Have you put all raw codes and output in the Appendix? | **YES ~~/ NO~~** |
| 6 | Have you numbered all charts/figures/tables/graphs etc? | **YES / ~~NO~~** |
| 7 | Have you sent the Interim Report to your Mentor at least 7 days before the due date? | **YES / ~~NO~~** |
| 8 | Have you incorporated the feedback from your Mentor in the Interim Report? | **YES / ~~NO~~** |
| 9 | Have you followed **ALL** the guidelines provided in Guidelines for the Interim Report? | **YES ~~/ NO~~** |