MASTER SPCR Research Project - Progress Reporting Form March-October 2025

This form is sent to all current SPCR research award holders as your award requires you to submit regular progress reports.
Please complete this form by Friday 31st October 2025. When completing this form please reflect on the details you put in your application. Progress reports will be reviewed by a member of the SPCR Directorate. If required, you may be contacted for additional information. These forms should not be used to request project extensions, these requests should be directed to spcr@keele.ac.uk. Details of public involvement may be shared with

Project Details

1. Title of your SPCR Project *

2. SPCR Project reference number *

   Not an internal reference from your institution, the reference assigned by SPCR. This can be found on your award letter if needed

3. Lead investigator(s) on project *

4. Lead investigator's professional background *

5. Project start date *

6. Project end date *

7. Have these dates changed and if so, have you submitted a request for an extension to spcr@keele.ac.uk? *

   All extension requests must be submitted by email and approved, they cannot be requested here.

Project Progress

8. Summary of project progress since last report *

   Where appropriate, please include details of progress against the following research stages: ethics, data collection, data analysis, stakeholder involvement, dissemination and implementation etc.

9. Please outline any changes to your project plans from those described in your last report (application if this is your first report) *

10. Is your project is recruiting participants? *

    - ◯ Yes
    - ◯ No

11. *If yes,* Please state number recruited to date and the target number to be recruited

12. *If yes,* If you haven't recruited your target yet, what contingency plans do you have in place to meet this goal?

13. *If yes,* Please share how your recruitment strategy aims to address diversity and inclusion.

Equality, Diversity and Inclusion

14. What steps have you taken to date, if any, to ensure your research is inclusive? *

This may include how you have embedded inclusion in your research recruitment, design, data analysis, dissemination and public involvement and engagement. Please reflect on any challenges or barriers you faced relating to research inclusion, and if applicable, how these were overcome

Public Involvement

When using the term 'public' we include patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. We encourage you to involve public partners in completing the following sections:

15. Please provide a summary of your public involvement activities for the period (March-October 2025).
If you did not do any involvement activities during this period, please explain why. *

16. Please outline any changes to your public involvement plans for the period (March-October 2025). Where changes have been made, please explain why *

17. Do you have a public co-applicant/s on your project *

- ◯ Yes
- ◯ No

18. *If yes,* please briefly outline how they have been involved to date and their expected contribution for the rest of the project *

Please feel free to involve your public co-applicant/s in responding to this question.

19. Please provide details of who has been involved in your public involvement activities for the period (March-October 2025). This includes public contributors, co-applicants, and details of any community groups you worked with. *

Your response helps us to monitor the diversity and inclusion of those involved across the SPCR. Please be as specific as possible in your response, including: - names of public partners (if they are happy to share) - number of public contributors and/or communities involved across your project - demographics of those involved (age range, genders, ethnicities) - lived experience of those involved - any other

20. To date, what impact has public involvement had on the research project, the research team, and members of the public involved? *

Please use this section to reflect on the **positive impacts** of public involvement throughout your project. Where feasible, we encourage you to include public contributors to also share their reflections in this section.

21. Have you faced any issues, challenges or barriers related to involvement throughout this project for the period (March-October 2025)? *

Please use this section to critically reflect on the **challenges** of public involvement throughout your project to date. Where feasible, we encourage you to include public contributors to also share their reflections in this section. Your response to this question is helpful to identify areas where we can provide further training and support in the future.

22. Please briefly share how you are evaluating, or plan to evaluate, your public involvement throughout the project. *

It is important to evaluate your public involvement activities to understand the impact of involvement on your research and the people involved. It will also help you to learn from your involvement activities which can inform your next project and be shared with others.

23. Are you on track to spend your PPIE budget in line with what was requested in your application? If you expect any over- or under- spend on your PPIE budget, please outline this here *

Please note PPIE budget cannot be used for other project costs and is expected to be spent on activities related to PP/E only

ENGAGEMENT & DISSEMINATION

24. Please provide details of any public, community or stakeholder engagement activities where you have shared your project and any outcomes and impacts from these activities *

    Please feel free to include details of relevant conferences/symposiums, science festivals, media representation, community events, social media campaigns etc

25. List any outputs (e.g. blogs, infographics, videos) and publications generated by this project for the period (March-October 2025) *

    Please include both public facing and academic outputs

Collaboration & Impact

26. Have you formed or strengthened any collaborations during the period (March-October 2025). If no do you have any do you have any plans for future collaborations? *

This could include collaborations with other SPCR Departments, and external partners such as charities, community organisations, industry and other stakeholders

27. Describe any impact the project has had for the period (March-October 2025), and/or the anticipated impact from your project on policy, practice, academia and patients, public and communities *

Please include in your response how your research will contribute to the evidence base for primary care practice in England.

28. Have you, or colleagues, submitted any applications for further funding as a result of this research project? *

- ◯ Yes
- ◯ No

29. *If yes,* please provide details. *

Project Finance

30. Is the project on track to spend in line with the project award value? *

- ◯ Yes
- ◯ No

31. Has the project received any funding from a different source? This includes funding for project staff if it covers their time spent on the project *

- ◯ Yes
- ◯ No

32. *If yes,* provide further information *

Additional Information

33. Any other information not captured elsewhere in the form

34. Name of person completing this form *

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