



# American Quarter Horse Foundation

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EQUINE RESEARCH GRANT PROGRAM

## **PROGRESS REPORT REQUIREMENTS**

Recipients of an American Quarter Horse Foundation equine research grant are required to submit a preliminary report on the progress of their research. Progress reports must be submitted by the non-profit institution (grantee) by March 1. Please reference the executed equine research grant agreement on file with the institution's Office of Sponsored Programs.

AQHF recognizes that the progress for each project will vary based on the complexity of research being performed. However, anticipated progress reports should be between 1-3 pages in length with the principal investigator providing details on the following items.

### **ITEMS NEEDED:**

1. A first quarter progress report on the research completed to date.
2. Anticipated issues or changes impacting completion of the project.
3. Current and/or revised goals for completion of the project.
4. How suggested changes or revisions to the research plan will impact timeline for completion.
5. Will these changes affect expected publication(s), presentation(s), or final reporting required by AQHF (i.e., laymen's report suitable for publication, scientific report, or peer-reviewed manuscript eligible for publication, and an accounting of grant funds allocated for completion of the research).

Once submitted, the second grant installment for this project will be released to the institution. All progress reports are shared with the AQHF Equine Research Committee.

Please direct all inquiries and written requests to the AQHF Programs Office at (806) 378-5021 or [foundation@aqha.org](mailto:foundation@aqha.org).