**InGA LF Accelerate - Quarterly checklist**

The projects are monitored quarterly in the ISEP system. Quarterly checklist reports are submitted **until the 14th day following the end of the relevant calendar quarter**. The Grant Office of the Faculty of Medicine, Masaryk University, in cooperation with the Office for Research and Quality of the Faculty of Medicine, Masaryk University, ensures the formal and factual control of the submitted monitoring reports.

The reviewers may initiate an assessment meeting and invite researchers and experts under CDA to discuss the project progress and further development strategy.

Report details

|  |  |
| --- | --- |
| **Project number** | ISEP |
| **Project title** | in alignment with the project proposal form. |
| **Project PI** | Name, surname, titles, UČO |
| Period/Calendar Q | e.g. 1Q 2023 |
| Submission date | dd/mm/yyyy |

Plan

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| Quarterly activities, objectives, and results |
| Copy for the given period/calendar quarter from the project proposal form. |

Reality

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| Quarterly activities, objectives, and results |
| Describe the reality for the given period/calendar quarter and compare it with the plan. |

The difference between the plan and reality; project changes

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| Justify the discrepancies between a plan and reality. Describe any changes required. |