

# Outline for the Incremental Progress Report

## Incremental Progress Report

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**From:** {Name of fellow}  
**Cohort:** Cohort number                      **Host institute supervisor:** Name of main supervisor  
**Update from:** Current MM/YYYY              **Email of supervisor:** Institutional email of main supervisor

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**Note: please indicate changes from last IPR in red**

### 1) Administrative Matters:

Date:	Topic:	Status:
Put date	List and comment on administrative issues relevant to the training programme (salaries, insurance, hosting office, communication means, reimbursements etc.).	Put status (starting, ongoing, completed, chalanges...)

### 2) Outbreak Investigations:

Date:	Type of outbreak and your involvement:	Status:
Put date	Describe any involvement in outbreak investigations. Each completed outbreak investigation should be detailed in a summary of about 15 lines (context, investigation team, objectives, methods, results, conclusion, recommendations and actions). Please state also your role, e.g. if you were main investigator, activities you contributed with, etc.	Put status (starting, ongoing, completed...)

### 3) Surveillance Activities:

Date:	Type of surveillance and your involvement:	Status:
Put date	Summarise activities related to epidemiological surveillance, including protocols, data analysis and reports developed to set up surveillance systems, evaluation schemes and results of surveillance data analyses.	Put status (starting, ongoing, completed...)

### 4) Research Activities:

Date:	Type of research and your involvement:	Status:
Put date	Summarise research protocols, study reports or manuscripts written during the last three months. The summary should include: objectives, methods, results, recommendations and public health impact.	Put status (starting, ongoing, completed...)

### 5) Training activities:

Date:	Type of training followed:	Status:
Put date	a) List all training sessions/modules which you attended during the reporting period, and include comments on	Put status (starting, ongoing, completed...)

	their content. This should also include the visits to the laboratories.	
	b) List all the EPIET modules you have attended.	

### 6) Teaching Activities:

Date:	Type of teaching and your involvement:	Remarks:
Put date	List the context and content of various teaching sessions which you helped to plan, develop or undertook. State the objectives, content, audience and location of the courses.	Put status (starting, ongoing, completed...)

### 7) Communication:

Date:	Type of communication (including publications and presentations):	Remarks:
Put date	a) List all on call/ telephone help-line duties, TV and radio interviews, question and answers briefs, preparation of press releases, public health decision and policymaking sessions, oral scientific presentation, and poster presentations. List all scientific reports and manuscripts in preparation.	Put status (starting, ongoing, completed...)
	b) List all publications, referenced using <b>Vancouver style</b> and organised according to type of article and type of journal: <ul style="list-style-type: none"> <li>• Epidemiological bulletin</li> <li>• National or regional journals (state whether peer-reviewed)</li> <li>• International journals</li> </ul>	

### 8) Other:

Date:	Type of activity and your involvement:	Remarks:
Put date	Short description of any other activity and your involvement (meetings, visits, international assignments, etc)	Put status (starting, ongoing, completed...)