

# JKUAT RESEARCH GUIDELINES

## Research Progress Report

### Annex IX

#### 1.0 SUMMARY OF ADMINISTRATIVE INFORMATION

1.1 Project Title: \_\_\_\_\_

1.2 JKUAT Ref: \_\_\_\_\_ Donor Ref: \_\_\_\_\_

1.3 Principal Researcher: Name: \_\_\_\_\_ Department: \_\_\_\_\_

1.4 Collaborator 1: Name: \_\_\_\_\_ Department: \_\_\_\_\_

1.5 Collaborator 2: Name: \_\_\_\_\_ Department: \_\_\_\_\_

1.6 Collaborator 3: Name: \_\_\_\_\_ Department: \_\_\_\_\_

1.7 Duration of project: \_\_\_\_\_ (Months/Years)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

1.8 Total project budget: KShs: \_\_\_\_\_ Other: \_\_\_\_\_

1.9 Planned reporting schedule: Quarterly: \_\_\_\_ Semi-annually: \_\_\_\_ Annually: \_\_\_\_

Report No.	Period covered	Date report expected
1 <sup>st</sup>	_____	_____
2 <sup>nd</sup>	_____	_____
3 <sup>rd</sup>	_____	_____
4 <sup>th</sup>	_____	_____

1.10 Planned disbursement schedule

Instalment No.	Date	Amount
1 <sup>st</sup>	_____	_____
2 <sup>nd</sup>	_____	_____
3 <sup>rd</sup>	_____	_____
4 <sup>th</sup>	_____	_____
Total	_____	_____

## 2.0 ACTUAL POSITION ON REPORTING AND DISBURSEMENT

2.1 This report: No.: \_\_\_\_\_ Period covered: From \_\_\_\_\_ to \_\_\_\_\_

2.2 Previous report: No.: \_\_\_\_\_ Period covered: From \_\_\_\_\_ to \_\_\_\_\_

2.3 Funds disbursement to date

Instalment No.	Date	Amount
1 <sup>st</sup>	_____	_____
2 <sup>nd</sup>	_____	_____
3 <sup>rd</sup>	_____	_____
4 <sup>th</sup>	_____	_____
Total	_____	_____

2.4 Estimate of project completion

	Present review	Previous review
Budget performance	_____ %	_____ %
Technical performance	_____ %	_____ %
New completion date	_____	_____

## 3.0 STATUS OF PROJECT OBJECTIVES

Briefly state the project objectives, indicate which (if any) are changed or new, and give the reason for any revision (1) since the start of the project, and (2) since the latest progress report.

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## 4.0 PROGRESS SINCE LAST REPORT

### 4.1 Scientific progress

Include sufficiently detailed summaries of work carried out and results obtained in line with **specific objectives accomplished** to permit an **informed** critical scientific assessment of the work by the respective committees and peer reviewers. If possible, results should be presented in tabular or graphic form, pictures etc. Summaries should be complete in themselves and as brief as possible, consistent with clarity (a maximum of two pages is required).

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Give time frame of accomplishing **remaining objectives** (*Attach Gantt Chart as Annex*).

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### 4.2 Human capacity development (MSc / PhD students on project, give details)

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### 4.3 Equipment acquired so far in the implementation of the research project

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**4.4 Conferences / workshops attended**

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**4.5 Scientific publications**

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**5.0 MANAGEMENT REPORT**

Describe **advances and/or challenges** encountered towards the completion of the Plan of Work for this reporting period. Interpret new findings (both positive and negative) in terms of the objectives of the project and state if they are expected to increase (or decrease) the duration, total cost, and/or likelihood of success of the project. If findings indicate potentially fruitful alternative and/or additional lines of research, indicate so with sufficient explanatory information to ensure understanding by reviewers and research managers.

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## 6.0 FINANCIAL STATEMENT OF INCOME AND EXPENDITURE DURING THE PERIOD COVERED BY THE REPORT

Project Title: _____ JKUAT Ref: _____					
Report No.: _____ Period covered: _____ to _____					
		Amount brought forward	Funds Received	Funds Expended	Balance
1.	Materials and consumables				
2.	Personnel costs (direct labour)				
3.	Equipment				
4.	Travel and transport				
5.	Per Diem				
6.	Honoraria				
7.	Overhead charges				
<b>GRAND TOTAL (KShs)</b>					
<b>GRAND TOTAL (other currency)</b>					

Note: Currency conversion rate @ KShs. \_\_\_\_\_

**Notes:**

1. Amount should be shown in Kenya shillings but may be converted to any other desired currency.
2. The breakdown should be as shown in the budget approved for the reporting period.
3. Include as funds expended those for which commitments have been made.
4. This amount is the sum of amounts in the first two columns, less the amount in the third.
5. The balance should be reconciled with the original approved budget.

**DECLARATION**

I declare that the above information is true:

Name:..... Signature:..... Date:.....