Annual Research Activity Reports

*The SANREM CRSP ME at Virginia Tech and its partners are required by contract to submit a technical progress report to USAID annually. This report describes the past year's activities including technical, scientific, managerial, and fiscal information and associated research products. Please complete all six sections. The SANREM CRSP fiscal year ends on 30 September. Each Principal Investigator is responsible for submitting their technical progress report and associated research products by **15 October** of each year to the ME in collaboration with their US and host country partners. Form 15 - Annotated Annual Report Template can be found at:*
https://secure.hosting.vt.edu/www.oired.vt.edu/sanremcrsp/team_PI/sanrempi.php

Annotated Annual Report Template:

I.   Executive Summary

The annual report should begin with a brief synopsis of accomplishments of the past year. This paragraph should summarize significant research events, findings, and products, long and short term training, and networking resulting from your research team's activities.

II.   Research Outputs, Results, and Impacts by Objective

This section is the core of the annual report. Please structure it according to your original research objectives as set out in your TOP Table. For each objective (maximum of one page per objective):

- *describe the major tasks completed;*
- *abstract key research findings;*
- *note the system level to which the findings correspond;*
- *describe how the research provides development impact following the pathway developed with the TOP Table, and*
- *note the extent to which the project timeline is being met, any obstacles encountered, and the actions taken or proposed to respond to obstacles.*

III.   Degree and Non-Degree Training Activities

Please complete and/or update the Degree and Non-Degree Training Tables. Add rows for additional entries as needed. Each student must be identified for long-term tracking of CRSP training impacts, please provide full information for this purpose. Non-Degree or short-term training programs include workshops, seminars, field days, short-courses, etc.

SANREM Form 15 – April 2006

IV.   Publications, Presentations, and Other SANREM CRSP Products

If you have been routinely entering your research information resources on the SKB, this section of your report will be printed for you by the ME. If you haven't, please do so immediately. As a stop-gap you may complete and submit the Publications, Presentations and Other Products Table (Form 18). Please forward an electronic copy or at least two physical copies of all SANREM CRSP materials produced to the ME for archiving and submission to USAID/Washington.

V.   Networking Activities

Describe research investigator exchanges, contacts made, technical assistance, and participation in information sharing and dissemination events (workshops, seminars, presentations, etc.).

VI.   Project Impact Highlights (Bullets):

This should be a concise statement highlighting the main finding of your specific research (not more than two or three lines of text). The quality of the bulleted highlights is extremely important. Please take the time to: (1) identify a substantial output/result and its impact(s); and (2) clearly and precisely describe its significance.

*Please submit your report in Word or Rich Text format, using Times New Roman in 12-point font and single-spaced. Use only the Section Headings (**I. thru VI**.) from this document (do not include the instructions in your text). All formatting should be kept to a minimum. Text should be flush-left, no paragraph indent, with an empty line between paragraphs.*

In addition, please attach completed versions of each of the following: Form 16 - Degree Training Table, Form 17 - Non-Degree Training Table, and Form 18 – Publications, Presentations and Other Products Table). These SANREM CRSP Forms can be found at: https://secure.hosting.vt.edu/www.oired.vt.edu/sanremcrsp/team_PI/sanrempi.php.

All Annual Report material should be submitted to Keith Moore at: keithm@vt.edu.