

BIANNUAL PROGRESS REPORT ON RESEARCH GRANT PROGRESS

Note:

- This template is applicable for **staff those who awarded research grant** to report their research progress.
- Progress reports should be submitted at six monthly intervals from the date of the commencement of research.
- All Progress reports should be submitted according to the following format through the official channel.

1. Details of the Research Project
 - i. Grant Number:
 - ii. Title of the Project:
 - iii. Chief Researcher:
 - iv. Co-researchers:
 - v. Time period covered by Progress Report:
2. Institute where Research is being carried out.
3. Publications/any other communications arising from the project during the reporting period, if any.
4. Brief description of research carried out during the reporting period (50 words).
5. Results/Observations/Outputs (100 words excluding pictures and graphical outputs).
6. Is the work on schedule? If not, give reasons and what actions have/ will be taken?
7. Cumulative expenditure aligns with the approved grant.
8. List major items of equipment purchased during the reporting period.
9. Brief work plan for the next 6 months (align with the Gantt chart submitted with the research proposal).
10. Challenges in project implementation (if any).

I/We hereby certify that the details furnished are true.

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Chief Researcher

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Date

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Co-researcher/s

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Date

Forwarded through the Head of the Department/Division/Centre

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Date

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Signature of Head of the Department

Recommendation of the Chairperson of the Faculty Research Committee

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Date

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Signature of the Chairperson

Recommendation of the Chairperson of the University Research Committee

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Date

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Signature of the Chairperson

Approval of the Vice Chancellor

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Date

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Signature of Vice Chancellor