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GUIDELINES FOR PREPARING PROGRESS REPORTS TO BE SUBMITTED BY RECIPIENTS OF RESEARCH GRANT

Annex II

1. Submission of Progress Reports

During the implementation of projects supported by the Laikipia University Vice Chancellor's research grant, recipients are expected to submit a quarterly progress reports, usually as a condition for receiving further grant advances (payments) from the University.

The primary objective of progress reports is to satisfy the University of the Progress of the work being supported. It is not excluded, however, that certain projects produce and document final technical outputs as the project progresses. The progress report explains what was achieved with the money and time spent on a project during a specific reporting period. The progress report specifically refers to the project management schedule and budgets which were set out at the beginning. The report represents the best opportunity to request and discuss changes or amendments to any aspect of the project.

It is very important therefore that the Directorate of Research, Extension and Consultancy (REC) be able to determine the progress of the work so it can recommend approval of further research funds. For that reason, incomplete or unclear progress reports will be rejected. The progress report and accompanying documents should be submitted in electronic form to the Director Research, Extension and Consultancy at <rec@laikipia.ac.ke> as per the research contract with a copy to the Deputy Vice Chancellor AR at <dvc-ar@laikipia.ac.ke>. Recipients of the LU research grant are advised to follow the format below in preparing the progress reports.

Upon completion of a project, recipients of the LU research grant are required to submit a final technical report and make a presentation of their research findings as a condition for future engagement. The report provides the details of the activities supported by the grant, focusing on the substantive achievements and lessons learned from the experience.

SECTION A: PROJECT INFORMATION

Project title
Grant Number(<i>if applicable</i>)

Thematic Area
Reporting Period/Quarter
Report Type: (Quarter, Full)
Name of Principal Investigator submitting report (<i>include names of all project team members and email addresses</i>)
Date of submission of Report:

SECTION B: PROJECT ACTIVITIES

Background:(explain the motivation and context for the study including the approach and rationale)			
Project summary (Max ½ page)			
General Objective			
Specific Objectives			
Target groups (Who are the expected beneficiaries of the study?)			
Methodology (Describe and discuss the research methods and analytical techniques used and any problems that arose)			
Project Progress (Maximum 4 pages) Describe the activities supported under the quarter. Where applicable, include supporting progress pictures/figures in section 1b below.			
S/N	Activity	Progress	Remarks
1			
2			
3			

4			
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1a. Include the supporting pictures/figures of the progress (if applicable)

Project Outputs (Provide a list of all project outputs. What were the main specific achievements).

Project Outcomes: Who are the beneficiaries of the study? Has any of your research results impacted the target groups and how?

1. Areas of collaboration with others agencies/stakeholders

Areas of Collaboration	Stakeholder	Stakeholder Input/role	Interaction Challenges/ Successes	Recommendation

2. Deviation from the Original Results Chain [Max ½ page]

3. Financial Statement (provide an activity based budget accounting for the quarter) (How much funds were received for the quarter? What was the expenditure? Any variance from the original budget?)

4. **Overall Assessment and Recommendations** (comment on the usefulness of the research, its contribution to community, any challenges? what recommendation do you make to the Grant on your experience?)

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5. **Planned Activities for the Next Reporting Period [Max 1/2 page]**

Activities planned for next 3 months	Timeframe