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**EDUCATION DEVELOPMENT TRUST FUND (EDTF)**

**TERTIARY INSTITUTIONS RESEARCH GRANTS SCHEME (TIRGS)**

**GUIDELINES AND TEMPLATE FOR FINAL REPORTING OF COMPLETED RESEARCH GRANTS**

##  GUIDELINES

1. The Education Development Trust Fund requires all Grant recipients under its State-Wide Tertiary Institutions Research Grants Scheme (TIRGS) to submit a final report at the conclusion of their work. The report should contain:
2. Funds received and their utilization.
3. The actual project results based on the original project plan earlier submitted in the proposal.
4. Relevant photographs/pictures backing up the findings should be included where necessary in the report.
5. Upon acceptance of the final report, all equipment and materials purchased through the grant shall become property of the host institution and should be appropriately labelled with the EDTF Grant Reference.

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FINAL REPORT TEMPLATE

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| --- |
| 1.0: Project Details |
| Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Ref. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Institution and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.0: Summary of Funding |
| EDTF Approved Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Actual Expenditure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Balance (Surplus or deficit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3.0: Name & Affiliation (Institution) of the Principal Investigator |
|  |
| 4.0: Name & Affiliation (Institution) of Co-Researcher (s) |
|  |
| a. |
|  |
| b. |
|  |
| c. |
|  |
| d. |
|  |
| 5.0: Project Dates |
| 5a.: Date of Commencement of Research Project |
|  |
| 5b: Date of Completion of Research Project |
|  |
| 6.0: Executive Summary: ( Maximum of 1000 Words)This should include: i. Problem statement ii General and specific objectives of the research project iii. Outcomes iv Recommendations.  |
|  |
| 7.0: Detailed objectives of the project |
|  |
| 8.0: Project ActivitiesClearly summarize project activities using the format below: |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Activity (ies)** | **Outcomes** | **Indicators** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

 |
| 9.0: Achievements of the research project |
|  |
| 10.0: Statement of ExpenditureProvide details of all expenditure incurred using the format below: |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No.** | **Expenditure item** | **Approved budget** | **Actual Expenditure** | **Balance if any** | **Remarks** |
| a | Personnel Allowances |  |  |  |  |
| b | Equipment ( List and Specify)  |  |  |  |  |
| c | Supplies/ Consumables |  |  |  |  |
| d | Data Collection &Analysis |  |  |  |  |
| e | Travel & Transportation |  |  |  |  |
| f | Miscellaneous  |  |  |  |  |
| Total |  |  |  |  |  |

 |
| 11.0: Contributions to knowledge or problem solved |
|  |
| 12.0: Challenges/difficulties (if any), experienced during implementation of the research project |
|  |
| 13.0: Dissemination of findings (Publication of results in journals, monographs, Patents, presentation in conferences & seminar and others (if applicable) |
|  |
| 14.0: Conclusion  |
|  |
| 15.0: Recommendations |
|  |
| **16.0: Declaration**I declare that the information provided in this final report is true and accurate to the best of my knowledge. |
| Name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| INSTITUTIONAL AUTHENTICATION |
| Name of Head of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| FOR OFFICIAL USE ONLY |
| Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments on the report by the Scientific Research and Technology Development Support Committee |
|  |
| Certification by the Scientific Research and Technology Development Support Committee |
| (a) Name of Chairman of the Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (b) Name of Secretary of the Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |