



## THE TECHNICAL UNIVERSITY OF KENYA

HAILE SELASSIE AVENUE, P. O. BOX 52428, NAIROBI, 00200 TEL: +254 (020) 2219929, 3263000, 3343672

Email: [vc@tukenya.ac.ke](mailto:vc@tukenya.ac.ke), Website: [www.tukenya.ac.ke](http://www.tukenya.ac.ke)

Office of the Director

RESEARCH AND KNOWLEDGE EXCHANGE

### RESEARCH GRANTS REPORT CHECKLIST

Year	Description	Mark (Only tick if done)	Comments(If any)
Report Year 1	Summary Technical Report.		
	Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.		
	Ag. Chief Finance Officer and Bursar Verified		
	Financial Disbursements and Balances (if any)		

	Imprest Surrenders on Disbursements at Time of Reporting		
	List Conferences, Workshops and Publications associated with the Grant		
Report Year 2	Summary Technical Report		
	Showing Monthly or Quarterly Activity: Completed Activities as per research proposal		
	Ag. Chief Finance Officer and Bursar Verified		
	Financial Disbursements and Balances (if any)		
	Imprest Surrenders on Disbursements at Time of Reporting		
	List Conferences, Workshops and Publications associated with the Grant		
Report Year 3... or FINAL REPORT	Summary Technical Report		
	Showing Monthly or Quarterly Activity: Completed Activities as per research proposal		
	Ag. Chief Finance Officer and Bursar Verified		
	Financial Disbursements and Balances (if any)		
	Imprest Surrenders on Disbursements at Time of Reporting		

	List Conferences, Workshops and Publications associated with the Grant		
--	--	--	--