THE TECHNICAL UNIVERSITY OF KENYA

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Office of the Director

RESEARCH AND KNOWLEDGE EXCHANGE

REPORTING TEMPLATE

Report for Year_____

PROJECTS DETAILS

PART ONE		
S/No	**General Information**	
1)	Name of Organization	
2)	Principal Investigator/Researcher	
3)	Other Research team members (*where applicable*)	i) ii) iii) iv)…….
4)	Project title:	
5)	Approved project objectives:	i) ii) iii) iv)……
6)	Project expected Outputs:	i) ii) iii) iv)……
7)	Thematic Area/Area of specialization	

PART TWO: PROJECTS EVALUATION DETAILS

Provide give your feedback concise manner to make the necessary analysis easy:

S/No	Items	Details	Means of Verification (MOV) (Sources of verification, information)
1.	Project Start Date		
2.	Expected completion date		
3.	Current Stage (Month, Year – in terms of implementation stage)		
4.	Total Awarded Grant		
5.	Amount Disbursed by Funding Agency so far		
6.	Amount Disbursed by the Institution to the researcher		
7.	Actual amount spent on project to date		
8.	Balance remaining at the institution		

9.	Disclose any additional funding from other sources received to support this project?		
10.	List project activities implemented so far	i) ii) iii)....	
11.	List key achievements made in attainment of the project objectives	i) ii) iii).....	
12.	List any Publications made or any IP registered	i) ii) iii).....	
13.	List any other project output(s) attained so far	i) ii) iii).....	
14.	Were the project activities/objectives implemented as per budget lines in the approved proposal? If not explain		

Institution internal monitoring mechanism	
15. How does the institution monitor project implementation progress	

Main Challenges facing project implementation (Specify)	
16. Scientific	i) ii) iii)....
17. Technical	i) ii) iii)....
18. Administrative	i) ii) iii).....

Institutional Endorsement

Deputy Vice Chancellor – Research and Technology Development (DVC-RTD)

Is this project implementation on course as captured in approved project document?

Do you recommend disbursement of the next tranche of the budget for this project?

Signed & Stamped ……………………………………………………………………………………

Date: …………………………………………………………………………………………………….