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**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** |  |
|  | Name of Organization |  |
|  | Principal Investigator/Researcher |  |
|  | Other Research team members (*where applicable*) | i)  ii)  iii)  iv)……. |
|  | Project title: |  |
|  | Approved project objectives: | i)  ii)  iii)  iv)…… |
|  | Project expected Outputs: | i)  ii)  iii)  iv)…… |
|  | 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)** |
|  | Project Start Date |  |  |
|  | Expected completion date |  |  |
|  | Current Stage (Month, Year – in terms of implementation stage) |  |  |
|  | Total Awarded Grant |  |  |
|  | Amount Disbursed by Funding Agency so far |  |  |
|  | Amount Disbursed by the Institution to the researcher |  |  |
|  | Actual amount spent on project to date |  |  |
|  | Balance remaining at the institution |  |  |
|  | Disclose any additional funding from other sources received to support this project? |  |  |
|  | List project activities implemented so far | i)  ii)  iii)…. |  |
|  | List key achievements made in attainment of the project objectives | i)  ii)  iii)….. |  |
|  | List any Publications made or any IP registered | i)  ii)  iii)….. |  |
|  | List any other project output(s) attained so far | i)  ii)  iii)….. |  |
|  | Were the project activities/objectives implemented as per budget lines in the approved proposal? If not explain |  |  |

|  |  |  |
| --- | --- | --- |
| **Institution internal monitoring mechanism** | | |
|  | How does the institution monitor project implementation progress |  |

|  |  |  |
| --- | --- | --- |
| **Main Challenges facing project implementation (Specify)** | | |
|  | Scientific | i)  ii)  iii)…. |
|  | Technical | i)  ii)  iii)…. |
|  | Administrative | i)  ii)  iii)….. |

**Institution 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: ………………………………………………………………………………………………….. |