



Representation ♦ Education ♦ Research

TEMPLATE FOR RESEARCH PROJECT REPORTING

Only after the report is approved will the next payment be released. Please keep the report concise and in an easy to understand language. A 5-10 page report including data/figures etc will be adequate. It is acceptable to use another format as long as it captures all the required info.

1. PROJECT DETAILS:

- a. Name of the Project:
- b. Investigator:
- c. Total Duration of the project:
- d. Reporting Period:
- e. Short Summary (200 words)

2. PROGRESS MADE DURING THE REPORTING PERIOD: Please provide the key advancements made during the reporting period in 3-5 pages. This section should address all the details as provided in your proposal. If there are data or figures that you would like the NPFVGA to see, please include them as an appendix.

3. PLAN OF ACTION FOR THE NEXT PERIOD: In a few bullet points, please provide what is anticipated to be completed in the next reporting period.

4. PROBLEMS/ ISSUES FACED AND REMEDIAL MEASURES TAKEN: Provide details on these issues.

5. CONFERENCE PRESENTATIONS/OUTREACH ACTIVITIES/ MEDIA COVERAGE PERTINENT TO THE PROJECT: Provide information that is pertinent to the project only in this section. Include any funds that were obtained by using the NPFVGA grant as seed money or matching funds in this section.