1.0 SUMMARY OF ADMINISTRATIVE INFORMATION

1.1 Project Title: ____________________________________________________________

1.2 JKUAT Ref: ______________________ Donor Ref: _______________________

1.3 Principal Researcher: Name: __________________ Department: ____________

1.4 Collaborator 1: Name: ________________ Department: ____________

1.5 Collaborator 2: Name: ________________ Department: ____________

1.6 Collaborator 3: Name: ________________ Department: ____________

1.7 Duration of project: _____________________ (Months/Years)

   Start date:________________________   End date:________________________

1.8 Total project budget: KShs: __________________ Other: __________________

1.9 Planned reporting schedule: Quarterly: _____ Semi-annually: _____ Annually: _____

   Report No.    Period covered    Date report expected
   1st
   2nd
   3rd
   4th

1.10 Planned disbursement schedule

   Instalment No.  Date    Amount
   1st
   2nd
   3rd
   4th
   Total
2.0 ACTUAL POSITION ON REPORTING AND DISBURSEMENT

2.1 This report: No.: ____ Period covered: From _________ to _________

2.2 Previous report: No.: ____ Period covered: From _________ to _________

2.3 Funds disbursement to date

<table>
<thead>
<tr>
<th>Instalment No.</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>__________</td>
<td>__________</td>
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<tr>
<td>2nd</td>
<td>__________</td>
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<tr>
<td>3rd</td>
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<td>4th</td>
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<tr>
<td>Total</td>
<td>__________</td>
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</tbody>
</table>

2.4 Estimate of project completion

<table>
<thead>
<tr>
<th></th>
<th>Present review</th>
<th>Previous review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget performance</td>
<td>__________ %</td>
<td>__________ %</td>
</tr>
<tr>
<td>Technical performance</td>
<td>__________ %</td>
<td>__________ %</td>
</tr>
<tr>
<td>New completion date</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

3.0 STATUS OF PROJECT OBJECTIVES

Briefly state the project objectives, indicate which (if any) are changed or new, and give the reason for any revision (1) since the start of the project, and (2) since the latest progress report.

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4.0 PROGRESS SINCE LAST REPORT

4.1 Scientific progress
Include sufficiently detailed summaries of work carried out and results obtained in line with specific objectives accomplished to permit an informed critical scientific assessment of the work by the respective committees and peer reviewers. If possible, results should be presented in tabular or graphic form, pictures etc. Summaries should be complete in themselves and as brief as possible, consistent with clarity (a maximum of two pages is required).

Give time frame of accomplishing remaining objectives (Attach Gantt Chart as Annex).

4.2 Human capacity development (MSc / PhD students on project, give details)

4.3 Equipment acquired so far in the implementation of the research project
4.4 Conferences / workshops attended

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4.5 Scientific publications

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5.0 MANAGEMENT REPORT

Describe advances and/or challenges encountered towards the completion of the Plan of Work for this reporting period. Interpret new findings (both positive and negative) in terms of the objectives of the project and state if they are expected to increase (or decrease) the duration, total cost, and/or likelihood of success of the project. If findings indicate potentially fruitful alternative and/or additional lines of research, indicate so with sufficient explanatory information to ensure understanding by reviewers and research managers.

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6.0 FINANCIAL STATEMENT OF INCOME AND EXPENDITURE DURING THE PERIOD COVERED BY THE REPORT

<table>
<thead>
<tr>
<th></th>
<th>Amount brought forward</th>
<th>Funds Received</th>
<th>Funds Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and consumables</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Personnel costs (direct labour)</td>
<td></td>
<td></td>
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<tr>
<td>3. Equipment</td>
<td></td>
<td></td>
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<tr>
<td>4. Travel and transport</td>
<td></td>
<td></td>
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<tr>
<td>5. Per Diem</td>
<td></td>
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<tr>
<td>6. Honoraria</td>
<td></td>
<td></td>
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<tr>
<td>7. Overhead charges</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL (KShs)</strong></td>
<td></td>
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<tr>
<td><strong>GRAND TOTAL (other currency)</strong></td>
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</tr>
</tbody>
</table>

Note: Currency conversion rate @ KShs. ______

**Notes:**
1. Amount should be shown in Kenya shillings but may be converted to any other desired currency.
2. The breakdown should be as shown in the budget approved for the reporting period.
3. Include as funds expended those for which commitments have been made.
4. This amount is the sum of amounts in the first two columns, less the amount in the third.
5. The balance should be reconciled with the original approved budget.

**DECLARATION**

I declare that the above information is true:

Name: ........................................ Signature: .......................... Date: ..........................