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**Progress Report**

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| The progress report should be brief and concise. It should concentrate on the management aspects of the project rather on the technical issues. Kindly submit your progress report utilizing the given format to expedite the necessary approvals. |

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| You are greatly encouraged to directly use (fill in) the formatted Sections below |

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| **PLAN** | **PROGRAM** | **CODE / NUMBER** |
| **The First Five-Year**  **STI Plan** | **ADVANCED AND STRATEGIC TECHNOLOGIES** |  |
|  | **SUB-PROGRAM / TECHNOLOGY AREA** |  |
|  |  |  |
|  | **TRACK** |  |
|  |  |  |
|  | **SUB-TRACK** |  |
|  |  |  |
| **Proposal Title**  English |  |  |
| **Proposal Title**  Arabic |  |
| **P. Investigator**  English |  |  |
| **P. Investigator**  Arabic |  |
| **Institution** |  |  |
| **College** |  |  |
| **Department** |  |  |
| **phone** |  |  |
| **Fax** |  |  |
| **Mobile** |  |  |
| **Email** |  |  |

**PROJECT GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Start Date:** |  |
| **End Date:** |  |
| **Progress Report No.:** | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |
| **Year No.:** | **First Second** |
| **“*Progress*” Reported Period:** | |  |  | | --- | --- | | **From:** | **To:** | |
| **Progress Report Due Date**: |  |

**PROJECT ACCOMPLISHMENT**

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| **A - TASK ACCOMPLISHED : objectives - tasks** |
| In this Section, kindly report on the **objectives/tasks**, as declared in your project proposal, which were accomplished during the reported period |
|  |
| **B - TASK ACCOMPLISHED: Planned vs. Implemented (%)** |
| Kindly provide a **time chart** of the project **tasks/activities** as given in the proposal and indicate with additional bars/colors the tasks accomplished during the reported period compared to the work plan. |
| **Example**: **Work Plan:** *Accomplished* (%) vs. *Proposed* *Tasks/Objectives*   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Task / Objective** | **Project Period** | | | | | | | | | | 1st Six Months | | | 2nd Six Months | | | 3rd Six Months | | | | **2** | **4** | **6** | **8** | **10** | **12** | **14** | **16** | **18** | | 1. **Task # 1/ Objective #1**   1.1, 1.2, and 1.3 |  |  |  |  |  |  |  |  |  | | **100%** |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | 1. **Task # 2 / Objective #2** |  |  |  |  |  |  |  |  |  | |  | **70%** |  |  |  |  |  |  |  | | 1. **Task # 3 / Objective #3** |  |  |  |  |  |  |  |  |  | |  |  | **20%** |  |  |  |  |  |  | | 1. **Task # 4** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | 1. **Task # 5 / Objective #5** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | 1. Final report submission |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | Progress Reports’ Submission |  |  |  |  |  |  |  |  |  | |  |  | Planned | |  | Accomplished | |  | Ongoing | |   **Note**: For projects with longer durations than 18 months develop the required time chart on a separate sheet in landscape format. |
| Please provide justifications for **discrepancies** (if exist) between the planned implemented tasks/activities. |
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| **C - TASK ACCOMPLISHED: Contributions of Others (if Applicable)** | |
| Kindly provide a brief write-up addressing the contribution(s) of others involved in the project in accomplishing the project **tasks**/**activities** as compared to the project proposal | |
| **Investigator(s)** | **Role - Contribution(s)** |
| 1. Principal investigator |  |
| 1. Co-Investigator (s) |  |
| 1. Project Consultant |  |
| 1. Graduate Student(s) |  |
| 1. Research Assistant(s) |  |
| 1. Technician(s) |  |
| 1. Secretary |  |

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| **D - TASK ACCOMPLISHED : problems and difficulties** |
| In this Section, kindly highlight **problems** or **difficulties** (if any) that resulted in deviation(s) from the original proposal objectives and/or work plan. |
|  |
| Indicate the likelihood of completing the project and fully achieving its declared objectives **ON TIME** as planned and approved (Do you anticipate **any delay**?) |
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| **E - TASK ACCOMPLISHED: Equipment, Materials and Supplies** |
| In this Section, provide a brief write-up addressing the equipment, materials, chemicals, supplies, etc. (if any) that were used in the reported period |
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| Kindly explain **difficulties** (if any) in purchasing the project’s equipment /supplies and indicate causes |
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| **F - Project Outcomes – Results Discussion and Suggestions** |
| Kindly provide a **table** that summarizesthe main project outcomes as given in the proposal of the project and indicate those that are achieved during the reported period compared to the work plan. |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **No** | **Project Outcome** | **Project Period** | | | | | | | | | | 1st Six Months | | | 2nd Six Months | | | 3rd Six Months | | | | **2** | **4** | **6** | **8** | **10** | **12** | **14** | **16** | **18** | | **1** |  |  |  |  |  |  |  |  |  |  | | **100%** |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | **2** |  |  |  |  |  |  |  |  |  |  | |  | **70%** |  |  |  |  |  |  |  | | **3** |  |  |  |  |  |  |  |  |  |  | |  |  | **20%** |  |  |  |  |  |  | | **4** |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | **5** |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | Planned | |  | Accomplished | |  | Ongoing | | |
| Kindly provide **the main results** (if any) that are obtained during the reported period **(no more than 3 pages)** |
|  |
| In this Section, provide a **brief discussion** addressing the results that were obtained during the reported period **(no more than 3 pages)** |
|  |
| Kindly provide **suggestions and recommendations** regarding the obtained results **(no more than 3 pages).** |
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