**OVPRE\_ Report Form 4.3[[1]](#footnote-1)**

**MMSU RESEARCH PROGRAM/PROJECT**

Terminal Report Form

(January 2013 Edition)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **BASIC INFORMATION** | | | | | | |
| 1. **Title** | | | | | | |
| 1. **Author(s) of the report** | | | | | | |
| Name | | Role/Involvement in the Research *(Program leader, Project Leader, Study Leader, Project Staff)* | | | | Department or Office/College or Unit |
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| 1. **Implementing unit(s)** | | | | | | |
| Name of lead unit | | | Address | | | |
| Name of collaborating unit or agency, if any | | | Address | | | |
| 1. **Project duration and location** | | | | | | |
| Date of project started | Expected date of completion | | | Location | | |
|  | | | | | | |
| 1. **Project funding** | | | | | | |
| Total approved budget (Ph P) | | Total amount released (Ph P) | | | Actual expenditures (Ph P) | |
| 1. **TECHNICAL DESCRIPTION** | | | | | | |
| This part contains the following information:   * 1. Executive summary   2. Acknowledgments   3. Contents   4. List of tables, figures, graphs and others   5. Abstract   6. Introduction (include a brief background, rationale and objectives)   7. Review of literature   8. Methodology   9. Results and Discussion   10. Summary and conclusion   11. Literature cited   12. Appendices | | | | | | |
| 1. **PROJECT MANAGEMENT** | | | | | | |
| 1. Summary of yearly comments of evaluators and action taken, if applicable | | | | | | |
| Comment | | | Action taken | | | |
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| 1. Problems encountered and recommendations *(state encountered problems related to processes, research implementation, equipment, infrastructure*, etc. Recommendations include constyructive comments on how to improved research implementation and monitoring) | | | | | | |
| Problem | | | Recommendation | | | |
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| 1. **ENDORSEMENTS** | | | | | | |
| *To be filled-up by the proponents:* | | | | | | |
| Submitted by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proponent’s Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | |
| *To be filled-up by the immediate supervisor:* | | |  | | | |
| Endorsed by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | |
| *To be filled-up by the College Dean or Directorate’s Director* | | | | | | |
| Endorsed by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean’s/Director’s Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | |
| *To be filled-up by Office of the Vice President for Research & Extension (OVPRE)* | | | | | | |
| Received by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Signature of Receiving Clerk  OVPRE | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | |

1. This form is to be used in preparing and submitting terminal report of a study funded under the Fund 101 and Fund 164. One hard copy of the report must be submitted to the OVPRE and the e-copy must be submitted on-line to the R&D Directorate copy furnished rddirectorate@gmail.com. Submission of the hard copy of the report and photo e-files must be through the Director of Research. [↑](#footnote-ref-1)