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

**MMSU RESEARCH PROGRAM/PROJECT**

Terminal Report Form

(January 2013 Edition)

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| --- |
| 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)