

*please don't change font-style and size.

R&D TERMINAL REPORT FORM

A. BASIC INFORMATION

1. Title

2. 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

3. (a) Implementing unit(s)

Name of lead unit	Address

3. (b) Research Center/College or Campus/Unit (for College-based research)

Name of other collaborating unit or agency, if any	Address

4. Project duration and location

Date of project started	Date completed	Project Location

5. Project funding

a. Approved Budget

Particulars	UI	GAA	SSU Total	External*	Total
Personnel Services (PS)					
Maintenance and Other Operating Expenses (MOOE)					
Capital Outlay					
Sub Total					

b. Actual Expenditure

Particulars	UI	GAA	SSU Total	External*	Total
Personnel Services (PS)					
Maintenance and Other Operating Expenses (MOOE)					
Capital Outlay					
Sub Total					

*Write also source of external fund, say DOST-PCAARD or LGU of __. For researches without funding write the equivalent cost in conducting the research (i.e. time spent in doing the research during office hours multiplied with your hourly rate is equivalent cost for PS; equivalent rental cost for using office space and equipment like computers as well as laboratory fees if experiments were conducted by external laboratories are examples of MOOE cost)

B. TECHNICAL DESCRIPTION

(This part contains the following information/date when making the report)

- a. Abstract (include key words)
- b. Introduction (include a brief background, rationale and objectives)
- c. Review of literature
- d. Methodology
- e. Results and Discussion
- f. Summary and conclusion
- g. Literature cited
- h. Appendices

C. OUTPUTS*

Publication/s	
Patents	
Products	
People Services	
Policies	
Partnerships	

* List down potential outputs that can be derived from the submitted research. Write NA of none.

D. PPA OUTPUTS IMPLICATIONS

MDGS	
GAD	
SSU Strategic Goals	
Other Prevailing Government Targets (i.e Ambisyon Natin 2040)	

E. ENDORSEMENTS

To be filled-up by the proponents:

Submitted by:	
Proponent's Name and Signature	Designation
	Date

To be filled-up by the immediate supervisor:

Endorsed by: *	
Supervisor's Name and Signature	Designation
	Date

To be filled-up by the Research Center Director

Endorsed by:	
Dean's/Director's Name and Signature	Designation
	Date

To be filled-up by Office of the Vice President for Research & Extension Services (OVPRES)

Received by:	
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Name and Signature of Receiving Clerk OVPRE	Date
* Dean/Director/Head of College/Campus/Office or Unit	
F. ANNEXES	
a. MOA (attach signed MOAs internal and external)	
b. Work Plan (actual)	
c. Photo Documentation (Extension in action only, provide captions)	
d. General Table (Raw/unprocessed data must also be attached; if cannot be accommodated in this section; submit it in another file and provide note here it is submitted separately)	
e. Recognitions (Awards, commendation letters, certificate of recognitions)	
f. Research Disseminations (Publication, certificate of presentations, etc.)	
g. Other documents (i.e. copy of survey questionnaires, sample of filled-out questionnaires/checklists, communication letters – except for those sensitive/covered with data privacy, laboratory results, and any other documents to show the research was actually performed)	