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

R&D TERMINAL REPORT FORM

This form shall be used to report the completion and outcomes of all research and development projects, whether college/unit-based, internally funded, or externally supported by institutional funding programs.

A. BASIC INFORMATION

1. Research Project Code *(if applicable)*	
2. Program Title	
3. Project Title	
4. Study Title	

5. Proponents

Name	Department or Office/ College or Unit	Academic Rank/Field of Specialization	Role/Involvement in the Research

6. Scope and Scale *(Indicate by coloring the box yellow.)*

Research Scope		Lab. Scale		Local		Prov'l		Reg'l		Nat'l		Int'l	
Research Scale		Prototype		Pilot/Demonstration		Scale-up		Commercialization					

7. (a) Implementing unit(s)

Name of lead implement unit *(where the proposal originated)*	Address

(b) Research & Extension Center/Other SSU Division/Office/Unit *(The office where the extension/development project/activity was recognized.)*

(c) Other Collaborating Unit/Agency *(Name of external collaborating unit or agency)*	Address

8. Duration *(If the proposal is program, provide program duration; if it's a project, provide the project duration; and study duration for study submission.)*

Proposal Type	Proposed Duration (in mos)	Actual Start Date	Actual Completion Date
Entire Program			
Entire Project			
Study			

9. Site(s) of Implementation

	Country	Region	Province	Municipality	Barangay
1.					
2.					

10. TYPE OF RESEARCH

- ☐ Basic
- ☐ Applied
- ☐ Developmental
- ☐ Others: _____

11. R&D PRIORITY AREA & PROGRAM *(Based on SSU Research Thrusts and Priorities)*

- ☐ Engineering, Technology, and Industrial Innovation
- ☐ Fisheries and Aquatic Resources Sustainability
- ☐ Human Rights
- ☐ Gender and Development (GAD)
- ☐ Health
- ☐ Culture Heritage & Social Development
- ☐ Adult Education and Lifelong Learning
- ☐ Governance and Policy Research
- ☐ Geospatial and Predictive Analytics
- ☐ Environmental Sustainability and Climate Change

	☐Crustacean Research and Development ☐Research Curriculum

12. Project Funding *(Please specify the approved project funding from the General Appropriations Act (GAA) and external/counterpart funds (if applicable). Enter the actual expenditures strictly aligned with the official Financial Report (SSU-VPREI-FR-41).*

Total Approved Budget (PhP)	Total Amount Released (PhP)	Actual Expenditure (PhP)

B. TECHNICAL DESCRIPTION

1. Abstract *(maximum of 500 words) (Provide a comprehensive summary of the completed research. Briefly outline the problem addressed, primary objectives, methodology employed, key findings/outputs, and actual beneficiaries. Highlight the project's overall contributions to the University, community, industry, or society.)*

2. Introduction *(maximum of 1000 words) (Provide background context on the research problem. Describe the baseline situation prior to the study, the specific knowledge/technology gaps addressed, and why the project was necessary.)*

2.1 Rationale/Significance:

(Explain the theoretical, empirical, or practical gap solved by this study. Highlight how the completed work supports SSU Strategic Goals, regional development agendas, and national/global priorities.)

2.3 Objectives (General and Specific):

(Re-state the original general goal and specific objectives, noting any minor adjustments approved during project implementation.)

3. Review of Related Literature (RRL) *(A synthesized review of empirical literature, regulatory frameworks, and technological benchmarks reveals that existing studies primarily focus on [insert general subject, e.g., standard post-harvest processing methods]. While prior research establishes [insert established scientific principle or finding], significant gaps persist regarding [insert specific research gap, e.g., low-residue chemical applications and standardized quality parameters]. This completed study builds upon foundational theories by [insert how your work builds on past studies] and validates earlier findings regarding [insert what your data confirmed]. Furthermore, it differentiates itself from existing literature and prior art by [insert your study's unique novelty, e.g., introducing a standardized low-residue protocol that optimizes yield while complying with global safety standards]. By bridging these technical and empirical gaps, the outcomes of this study establish a refined benchmark that directly advances institutional research priorities and industry practices.)*

4. Methods and Materials *(Describe the actual execution of the research in narrative paragraph form, written strictly in the past tense. Begin by stating the research design (e.g., experimental, descriptive-evaluative, or mixed-methods), the specific study sites or laboratories where the project was conducted, and the exact inclusive implementation dates. Detail the sampling techniques deployed and specify the final sample size or dataset achieved (e.g., number of respondents, experimental batches, or field specimens). Next, specify the primary instruments, laboratory equipment, hardware, or survey tools utilized to collect physical, chemical, or socioeconomic parameters. Outline how the gathered data were processed, identifying any statistical software or qualitative analytical approaches (e.g., ANOVA, t-tests, or thematic analysis) used to evaluate the research objectives. Finally, describe the quality and ethical controls enforced during the study—such as securing informed consent, ensuring compliance with the Data Privacy Act, or calibrating testing equipment—to guarantee data validity, reliability, and research integrity.)*

5. Results and Discussion *(Present the empirical findings logically aligned with the project objectives. Use well-formatted tables, charts, or figures where applicable. Interpret the data, compare findings with prior literature, and explain the practical and scientific implications of the results.)*

6. Summary and Conclusion

7. References *(Provide a complete list of all reference materials cited in the proposal, including journal articles, books, conference proceedings, government publications, patents, and other relevant sources. References shall be accurate, current, and consistently formatted using the American Psychological Association (APA) 7th Edition citation style. Ensure that all in-text citations are included in the reference list and vice versa.)*

8. Appendices *(Compile supplementary technical data, including raw datasets, laboratory test reports, copy of survey instruments, communication letters, and photo documentation. (Refer to Note 1 at the end of this form for full attachment requirements).*

C. PPA OUTPUTS *(Pursuant to the recommendations from the OVPREID, Executive Director for Research, Innovation Office, and KMPO under the approved proposal [SSU-VPREI-FR-02], please indicate your actual outputs below and attach all relevant supporting documents: draft journal-type manuscript, patent application or equivalent, signed MOA, extension/community service recommendation, and policy brief.)*

Actual Outputs	Brief Detail of Project Outputs
1. Publications	*(Title of accepted/published paper, target journal, quartile (Q1–Q4), ISSN, DOI, or indexing status (Scopus/WoS).*
2. Patents/IP	*(Invention disclosures, utility models, copyrights, or industrial designs filed/registered with IPOPHL.)*
3. Products	*(Prototypes, hardware devices, software applications, formulas, or process technologies developed.)*
4. People Services	*(Personnel to be trained, capacity-building workshops to be conducted, and graduate/undergraduate theses to be supported.)*
5. Policies	*(Drafted or adopted institutional guidelines, ordinances, policy briefs, or national framework contributions.)*
6. Partnerships	*(Formal MOUs, MOAs, or collaborative agreements signed with industry, LGUs, or other academic bodies.)*

D. PPA OUTPUTS IMPLICATIONS *(Describe the alignment and broader implications of the proposed project outputs in relation to institutional, national, and global development priorities. This section should demonstrate how the results of the study contribute to sustainable development, gender equality, institutional growth, and national development goals.)*

1. SDGs	*(Specify primary SDG targets met (e.g., SDG 4, SDG 9, SDG 14) and explain the specific contributions.)*
2. GAD	*(Describe how gender dimensions were addressed in project design, participant selection, or impact evaluation.)*
3. SSU Strategic Goals	*(Detail how outcomes advance SSU's key performance metrics (e.g., rankings, research visibility, community impact).*
4. Other Prevailing Government Targets *i.e. Ambisyon Natin 2040.*	*(Highlight contributions to national goals (e.g., Ambisyon Natin 2040, Philippine Development Plan).*

SECTION E: LOGICAL FRAMEWORK *(Present the results-based framework of the completed project, demonstrating the logical relationship between actual outputs, objectively verifiable indicators, means of verification, and critical assumptions. This section documents how project success was measured and validates the external conditions required during implementation. (Note: Adjust or add activity/output rows as necessary to reflect the full scope of your study).*

Program Outputs	Objectively Verifiable Indicators	Means of Verification	Assumptions
(Refers to the actual deliverables or results produced, e.g., publications, products, technologies, trained personnel, policies, partnerships).	*(Quantifiable or qualitative metrics used to measure output achievement, e.g., number of papers published, prototypes functional, trainees certified).*	*(Sources of official data or evidence used to validate indicators, e.g., published DOIs, patents, certificates, terminal reports, laboratory logs).*	*(External conditions or factors necessary for successful completion that were beyond direct project control, e.g., stakeholder cooperation, timely fund release, weather stability).*
Activity 1 / Output 1:			
Activity 2 / Output 2:			
Activity 3 / Output 3:			

E. BENEFICIARIES *(Identify the direct and indirect beneficiaries of the project (e.g., students, faculty, LGUs, industry partners, farmers/fisherfolk), providing quantifiable estimates of impact where available.)*

SECTION G. APPROVAL AND SIGN-OFF

Submitted by:

Project Leader (Name and Signature)	College/Unit	Date

Endorsed:	
DIRECTOR'S NAME	
Director, Name of Center	Date
Recommending Approval:	
SHERRIE ANN C. LABID, Ph.D.	
Executive Director for Research	Date
ENGR. FELISA E. GOMBA, Ph.D.	
Vice President for Research, Extension, and Innovation for Development	Date
Approved:	
REDENTOR S. PALENCIA, Ed.D.	
University President	Date

ADMINISTRATIVE NOTES FOR SUBMISSION

1. **Annexes and Supporting Documents Required:**
   - Approved Work Plan and Gantt Chart comparison.
   - Approved Project Line-item Budget
   - High-resolution Photo Documentation with captions.
   - Proof of Research Dissemination (e.g., Certificates of Presentation, Publication acceptances, published papers).
   - Official Recognitions (e.g., Awards, commendation letters).
   - Technical Annexes: Copy of survey questionnaires, sample filled-out forms, official laboratory results, communication letters (excluding privacy-restricted doc uments), and raw data logs. (Note: If raw datasets are too large to append, submit them in a separate cloud drive link/storage unit and note the location).
   - Actual PPA Outputs: Draft journal-type manuscript or proof of submission to journal, patent application or equivalent, signed MOA, extension/community service recommendation, and policy brief
2. **Submission Protocol:** The **fully accomplished and signed Terminal Report** must be formally submitted to the Office of the Executive Director for Research (OEDR) for official receipt and archiving.
3. **Financial Attachment:** Attach the completed and verified Financial Report (SSU-VPREI-FR-41) signed by the Accounting Office.