

PROGRESS / FINAL REPORT
(ACCOMPLISH ONE PAGE PER PROJECT)

**Report on Research / Creative
Work / Textbook Writing**

Date Accomplished (MM-DD-YY): _____

Academic Year (for which load credit is granted): _____

Sem: _____

Notes: 1) For FUNDED project, please submit one **original typewritten** and **signed copy**.

2) For **PERSONALLY-FUNDED** project, please submit online, the report in word file of less than 10 MB, and endorsement in PDF file, at <http://projects.ovcrd.upd.edu.ph/ovcrd/>.

3) Only reports with the signed endorsement of Unit Heads will be accepted.

I. FACULTY INFORMATION

a. Name: _____

b. College/ Unit: _____

Inst./ Dept./ Div.: _____

II. RESEARCH/ CREATIVE WORK/ TEXTBOOK WRITING INFORMATION

Report Type:

☐

1 Progress Report

2 Final Report

c. Project Title: _____

e. Date Started: _____

f. Date of Expected Completion: _____

g. Expected Output:

☐

h. Percent of Work Accomplished:

☐

%

1 research project with corresponding technical report

2 creative work with corresponding permanent documentation

3 accepted, peer-reviewed article in a national/ international journal

4 creative output in a national/ international forum or presentation

5 national policy, regulation, bill, or law w/ public acknowledgment

6 new patent claim

7 others, please specify: _____

III. FUNDING INFORMATION (if applicable)

a. Funding Institution's Full Name: _____

IV. BRIEF DESCRIPTION OF ACCOMPLISHMENT:(You may enclose together with this form the latest report submitted to the funding institution)

- Actual activities undertaken compared to the project objective/s.
- Sample pictures or any proof of creative work, where applicable.
- Activities not accomplished, if any, and the reasons why these were not done.

V. OVCRD has the right to subject the report to peer evaluation.

Prepared by:

Signature of Faculty Member_____
Date

