

Annex III Formats for Progress and Technical reports

Format for Progress reports

Quarterly reports shall specify the progress, any actual or proposed deviations and modifications to the technical plan in Annex I. The reports shall contain sufficient information to enable assessment of the progress and cooperation within the project. A suggested format for quarterly reports is as follows:

1. Project title and number
2. Date
3. Name of project manager
4. Name of institution
5. Summary of progress by task in the technical plan (Section 9 of Annex I), being executed in current quarter
6. Current status (on schedule, behind schedule, ahead of schedule). Specifically list actual milestones accomplished
7. Summary of personnel commitments
8. Information about major equipment and materials acquired, other direct costs, related to the project
9. Description of significant travel
10. Delays, problems, suggestions

The quarterly report should be between three and five pages

Format for Cost reports

Participating institutions shall prepare quarterly Cost reports. The recipient shall aggregate the reports from all participating institutions and prepare a consolidated report. Format for Cost reports will be provided by the Center.

Format for Technical reports

Technical reports shall be provided to the Center should contain the following information:

1. Project title and number
2. Date
3. Name of project manager
4. Name of institution
5. Title and Abstract of milestone accomplished. Detailed description of significant results, illustrated with graphs, diagrams drawings, photo, etc. Specifically pointed the correspondence or difference (in the last case explain the reason) of actual versus planned results, what this means for the project as a whole

The technical report should be between five and ten pages.

- Format for annual reports will be given individually