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| **Research Work Number** | {{ResearchWorkNum}} |
| **Title of the Research Work** | {{ResearchWorkTitle}} |
| **Team Leader and Project Staff** | {{TeamLeader}}  {{TeamMembers}} |
| **Collaborating Institution** | <Insert text here> |
| **Duration** | *{{Duration}}* |
| **Reporting period** | *(e.g., June 1, 2018 – October 31, 2018)* |
| **Report Submission date** | <Insert text here> |

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| **I. Summary** |
| *Please provide a short overview (1-2 paragraphs) of the project:*   1. *Briefly (4-5 sentences) describe both the research purpose and the underlying need for this research. Include sufficient detail for readers to get acquainted with the project without having to refer to your proposal.* 2. *State your hypothesis(es).* 3. *List the objective(s) of the research project, exactly as described in your approved Statement of Work.* |

<Insert text here>

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| **II. Activities and Progress** |
| *Report on activities as outlined in your approved proposal for the period covered by this report and describe any changes to this, including the reasons for these. Do include any additional activities undertaken that are not in your work plan, providing the background to their inclusion.* |

<Insert text here>

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| **III. Outputs and Deliverables** |
| *Describe any preliminary results, outputs or deliverables for this project (e.g. presentations, studies, papers)? Please describe, provide URLs or attach documents etc. If no preliminary results are available, state why (e.g., “The first period of data collection has only recently been completed and data analysis has not yet begun.”).* |

<Insert text here>

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| **IV. Evaluation** |
| *Provide a brief (4-5 sentence) assessment of how you feel your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline.* |

<Insert text here>

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| **V. Risks, Issues and Challenges** |
| *Report on any issues or problems that have impacted on the development and implementation of the project during the reporting period. Detail what impact any issues may have on the achievement of project targets, and set out how you plan to tackle these issues. Report on any unexpected project achievements.* |

<Insert text here>

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| **VI. Financial Statement** |
| *In this section you should detail the expenditure of the project so far. And please attached a financial report that is signed and stamped by the Finance Sector.* |

<Insert text here>

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| **VII. Official Requests** |
| *List all your requests from the deanship of scientific research for any changes on the project objectives, work plan, financial changes… with full justifications* |

<Insert text here>

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| **VIII. Next Steps** |
| *In this section you should very briefly list the activities planned and/ other information of relevance for the next stage of the project.* |

<Insert text here>

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| **IX. List of Equipment** |
| *In this section you should list the main equipment/systems were purchased from the budget of this project, please include the name, purpose, and model of them.* |

<Insert text here>

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| **Submitted by**  {{TeamLeaderCaps}} | **Signature and Date** |