**Reporting Requirements**

**Final Report and M&E Survey:**

Once you have completed your time overseas and wrapped up any follow-up, you will need to submit a final report (template below) as well as complete a survey about your experience and activities.

Name:

Host organization:

Project title:

**FINAL REPORT AND M&E SURVEY FOR RIFA FELLOWS**

**Project Summary Narrative:***Please write a 1-2 paragraph summary of your RIFA project, highlighting results, major successes and major challenges.*

**Final Monitoring and Evaluation Matrix:**

*This should include all of your objectives and indicators, even those previously reported on.*

|  |  |  |  |
| --- | --- | --- | --- |
| Objective 1: | | | |
| Activities | Indicator | Target | Progress to Date |
| Objective 2: | | | |
| Activities | Indicator | Target | Progress to Date |

**End of Project Evaluation (***What were your overall thoughts and conclusions about your experience with your particular project? If your project was visited 12 months from the end of the project, what would you want to see as the residual of your project?):*

**Recommendations***(For your project, host or further research):*

**SURVEY:**

1. Was your participation in this program beneficial for your personal and professional goals? If so, how? Would you recommend that other graduate students apply for a RIFA fellowship?

2. Would you consider collaborating and/or supporting your project host in other projects or activities now that you project has finished? If you plan to collaborate, what will this look like?

3. How did this project contribute to your acquisition of, capacities, skills and/or knowledge?

4. Your academic preparation:

1. What was most helpful?
2. What needs to be improved?

5. Project planning:

1. What was most helpful?
2. What needs to be improved?

6. Mentorship:

1. What was most helpful?
2. What needs to be improved?

7. Please give us any other thoughts you may have about the RIFA program and how we could improve in the future:

**IMPACT DATA**

**Events and Relevant Travel:** For project-related events that you organized or attended, such as workshops, conferences, and multi-stakeholder meetings (i.e. with more than just your host organization) please provide approximate numbers, if the number is zero, please write in “0” (don’t leave blank):

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of workshops attended** | **Number of conferences attended** | **Number of multi-stakeholder meetings attended** | **Number of conferences or workshops you helped organize** |
|  |  |  |  |

Feel free to provide additional narrative information about any of the above events if it is helpful in explaining the impact of the Fellows/program generally:

**Leveraged Funding**:

Please describe any other grants received to support any element of your project. This could include Blum, JASTRO, HIA etc.

|  |  |  |
| --- | --- | --- |
| **Funding source** | **Amount leveraged** | **Main purpose** |
|  |  |  |

Please **estimate** the value in dollars of in-kind support you received from your organization. This may include any materials used, gas, assistance (i.e. translation), lodging if it was provided to you, equipment etc.

|  |  |
| --- | --- |
| **Item** | **Approximate value in dollars** |
|  |  |

**Publications:** This output indicator captures annually the number of scientific publications and technical presentations resulting from USAID support to research and implementation programs.

1. Number of peer-reviewed publications in scientific journals: (*if you have already published please include citation, if you expect to prepare a manuscript for publication, please include an approximate date of when you think you will publish by*):
2. Number of peer-reviewed conference proceedings (*if you have already published please include citation, if you expect to prepare a manuscript for publication, please include an approximate date of when you think you will publish by*):
3. Number of technical reports (*reports approved for dissemination that did not undergo peer review, like in-house review. This category includes reports produced as a product of the project, but not interim and final reports, like the final report or your monthly reports. If you expect to produce a report like this, but have not yet completed it, please provide an approximate date of completion. If your report (s) is/are available for public access via the internet, please provide a link*):
4. Number of presentations (*i.e. in conferences, multi-stakeholder meetings, to student groups on campus etc.*):

E) Number of patent applications:

**Policy, Program and Procedural Changes Resulting from Research or Fellow Recommendations:** Please list any of your results such as publications, presentations, patent applications, white papers, methodologies, tools or approaches that you developed or improved, that were put into broader public use. This may include anything from a new monitoring and evaluation procedure, to new topic areas covered by your organization, or changes in scientific procedures. Please specify the broader public use of these products.

**Number of students trained in development research experiences:** Did you train any other students (high-school, undergrad, graduate level) in practices of development or research as a part of your project? If so, how many? This number may include cross training, in which you both taught and learned from other students.

**Number of people (non-students) trained in development research experiences:** Did you train/facilitate learning for any other people (farmers, scientists, extensionists, project partners) in new practices, technologies or behavior change? If so, how many? This number may include cross training, in which you both taught and learned and training experiences that you conducted with other project partners.

**Total number of collaborators:** What is the estimated total number of people you collaborated with on your project? This may include mentors, staff, translators etc.