**BORANG NRGS – A1 (R)**

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| **PROGRESS REPORT FORM** | | | |
|  | **NKEA AGRICULTURE (EPP#1)**  **NKEA Research Grant Scheme (NRGS)** | | |
| **CLUSTER : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PROJECT NUMBER : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PROJECT DURATION : \_\_\_\_\_\_\_\_\_**  **START DATE : \_\_\_\_\_\_\_\_\_\_\_ END DATE: \_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Report Period : As at end Feb / May/ Aug/ Nov** | | **Report#: 1 I 2 I 3 I 4 I 4 I 5 I 6 I 7 I 8** *(Please Circle)* | |
| 1. **PROJECT DETAILS** |  | | |
| **Project title:** |  | | |
| **Project leader:** |  | | |
| **Institution :** |  | | |
| **Office No :** |  | | |
| **Fax No :** |  | | |
| **Hp. No :** |  | | |
| **E-mail :** |  | | |
|  |  | | |
| 1. **FINANCIAL REPORTS** |  | | |
| 1. **Approved Project Allocation :** |  | | |
|  | **Year 1 ( 20 \_\_\_ ) : RM** | | **Year 2 ( 20 \_\_ ) : RM** |
| 1. **Total Allocation Received To Date:** |  | | |
| 1. **Total Expenditure To Date (Total C):** |  | | |
| 1. **Balance of Allocation To Date (ii – iii) :** |  | | |
| 1. **Actual Project Expenditure** *(Please report total cumulative expenditure up to the past report period)* | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Budget Details** | | **Total Budget Spent (RM)** | | | | | | | | | **Previous Period**  **(A)** | | | **Previous Period**  **(B)** | | | **A + B = C** | | | **V11000** | **Salary and Wages** |  | | |  | | |  | | | **V21000** | **Travelling and Transportation** |  | | |  | | |  | | | **V24000** | **Rental** |  | | |  | | |  | | | **V27000** | **Research Materials and Supplies** |  | | |  | | |  | | | **V28000** | **Maintenance and Minor Repair Services** |  | | |  | | |  | | | **V29000** | **Professional Services** |  | | |  | | |  | | | **V35000** | **Accessories and Equipment** |  | | |  | | |  | | | **TOTAL** | |  | | |  | | |  | | |  | |  |  | |  | |  | |  | | **Is this performance in line with plan?** | | |  | **Yes** |  |  | **No** (*Please complete Part D*) | | | |  | | |  |  |  |  |  | | | | | | |
| 1. **PHYSICAL PROGRESS** 2. **Milestones Achievement**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Progressive Milestones as per report date** | **Planned Milestones Date (month/year)** | **Achieved (Yes/No)** | **Revised Milestones Date (month/year)** | | **M1** |  |  |  |  | | **M2** |  |  |  |  | | **M3** |  |  |  |  | | **M4** |  |  |  |  | | **M5** |  |  |  |  |  1. **Planned milestones** 2. **Reasoned for non-achievement :** 3. **Proposed adjustments/corrective actions:** | | | |
| 1. **Project Achievement** *(Please provide details on the project achievements, its status and prospects with regards to the followings)* | | | |
| 1. **Intellectual Property Rights** *(Patent, Industrial Design, Trademark, Copyright etc)* | | | |
| 1. **Seminar/Conference/ Workshop** *(Detail Information: where and when?)* | | | |
| 1. **Publications and papers** *(International, national, books, citations etc)* | | | |
| 1. **Expertise Development** *(PhD, Masters, Research Staff with Name, IC. No. etc)* | | | |
| 1. **Prototype** *(Prototype name, Type eg, Lab scale, Engineering scale, Commercial scale etc***)** | | | |
| 1. **Commercialisation (***licensing, Royalty, Spin-off, Direct sale etc)* | | | |
| 1. **Equipments / Accessories Purchased** | | | |
| 1. **General Comment** *(Please provide additional information and justification for Part B and C)* | | | |
| **Project Leader**  **Signature: Date:**  **Official Stamp:** | | | |
| **Endorsed by:**  **Director of Research Management Centre (RMC)**  **Signature: Date:**  **Official Stamp:** | | | |