**BORANG NRGS – A1 (R)**

|  |
| --- |
| **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:** |