Reporting Template

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| *You are expected to provide complete, accurate and timely reports co-signed by your supervisor and/or host as defined in your agreement letter. Failure to submit timely and satisfactory reports will be considered a breach of your contract. If you have deviated from your original work plan, you must let us know. You are also encouraged to share with us concerns, lessons learnt, a personal statement and new requests for consideration. The submission of a satisfactory report using this template will trigger subsequent disbursement of funds.*  *Once completed, this form should be renamed using the format “program name-report #number-yearmonth – first and last name of researcher” (e.g. visitingfellow report#1-2018May –JohnJake) and submitted electronically as a PDF attachment in the same email with any written materials such as publications, conference abstracts, and reference links where your work has featured. The information should be emailed to the address found in your agreement letter. You should use the subject line “program name reports #– first and last name of researcher” when submitting your reports.* |

Background information.

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| **Report number (e.g. 1 of 3)** |  | **Reporting period** | Click here to enter a date. | | Click here to enter a date. | |
| **Title, names and surnames** |  | | | | | |
| **Name of current (home) institution** |  | **Time spent in home institution** | | Click here to enter a date. | | Click here to enter a date. |
| **Name of host institution** |  | **Time spent in host institution** | | Click here to enter a date. | | Click here to enter a date. |
| **Names of current host** |  | **Host’s city and country** | |  | | |
| **Sub-title of project being undertaken** |  | | | | | |
| **Main project title** |  | | | | | |

Financial report (add notes for clarification if necessary).

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| **#** | **Category** | **Project-cost** | **Non-project cost** | **Flight cost** |
| **1** | **Amount received during this reporting period** |  |  |  |
| **2** | **Total amount received since the beginning of the project** |  |  |  |
| **3** | **Expected amount for next reporting period** |  |  |  |
| **4** | **Expected disbursement date** |  |  |  |

What was your goal and main objectives during this reporting period?

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| **Goal** |  |
| **Objective 1** |  |
| **Objective 2** |  |
| **Objective 3** |  |
| **Objective 4** |  |

What were your main achievements (main project results) during this reporting period? Kindly link each achievement to the goal and objectives stated above. Be as explicit as possible and share details, including names of persons, places, events, photos, etc.

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Describe the early outcomes or relevance of your project results to various stakeholders e.g. academics, industry, government, society. As much as possible, explain this in non-technical terms for each of the stakeholders. If not applicable, kindly indicate with an N/A. In addition, describe possible outcomes even if these have not yet materialized.

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| **Academia (specify the disciplines)** |  |
| **Industry (specify the sector)** |  |
| **Government or policy markers (specify the sector)** |  |
| **Community (specify the community groups)** |  |
| **Others (specify)** |  |

Papers published. Kindly reproduce the table below by copying and pasting based on the number of publications to be reported. Attach soft copies of these publications.

|  |  |
| --- | --- |
| **Type of publication e.g. scientific publication or non-technical paper, chapter in a book etc.** |  |
| **Names of co-authors** |  |
| **Title of publication** |  |
| **Journal reference (vol., issue, page numbers)** |  |
| **Journal type e.g. open access** |  |
| **Status e.g. accepted or published only** |  |
| **Reference link** |  |
| **Brief non-technical description of the published work** |  |
| **Recommendations from the work** |  |
| **Proposed future work** |  |

1. Scientific events/outreach activities attended. Kindly reproduce the table below by copying and pasting for each activity to be reported. Kindly share photos taken during these events.

|  |  |  |
| --- | --- | --- |
| **Type of event e.g. conference, workshop, seminar etc.** |  | |
| **Full name of event** |  | |
| **Organizers, host city and country** |  | |
| **Date of the event** | Click here to enter a date. | Click here to enter a date. |
| **Your contribution** | Choose an item. | If other, please specify: |
| **Title of your presentation, if applicable** |  | |
| **How did you benefit from this event?** |  | |

Scientific events/outreach activities organized. Kindly reproduce the table below by copying and pasting for each activity to be reported. Kindly share photos taken during these events.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of event e.g. conference, workshop, seminar etc.** |  | | | |
| **Full name of event** |  | | | |
| **Co-organizer(s) city and country** |  | | | |
| **Date of the event** | Click here to enter a date. | | Click here to enter a date. | |
| **Your contribution** | Choose an item. | | If other, please specify: | |
| **Title of your presentation if applicable** |  | | | |
| **Designation of attendees e.g. academics, non-academics (specify)** |  | (Estimated) number of attendees (males/females) | |  |
| **How did you benefit from this event?** |  | | | |
| **How did your attendance benefit others?** |  | | | |

Research visits. Kindly reproduce the table below by copying and pasting for each activity to be reported. Kindly share photos taken during these visits.

|  |  |  |
| --- | --- | --- |
| **Institution visited** |  | |
| **Type of institution e.g. government, industry, research etc.** |  | |
| **City and country** |  | |
| **Visitation period** | Click here to enter a date. | Click here to enter a date. |
| **Host (title, names, position, email address)** |  | |
| **Work undertaken** |  | |
| **How have you benefited from this visit?** |  | |

Deviation(s) from your original work plan. Kindly indicate if, how, and why you deviated from your original work plan, if applicable.

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State your next goal, objectives and high level activities.

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| **Goal** |  | |
| **#** | **Objectives** | **Activities** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

# Kindly share any concerns, lessons learnt and new requests which should be considered by AIMS NEI.

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# Kindly share with us a personal statement or quotation or your impression about this program.

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| For instance,  This offer/award has enabled me to………….  Through this opportunity, I …….  What I enjoy about this program is……..  What I think can be improved are…….  My experience as a researcher at AIMS…..  Through the research work conducted during this period, I believe…….  Etc. |

# List of equipment purchased during this reporting period. Kindly provide/attach the applicable receipts if you were provided funds to purchase equipment.

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Title and names of researcher Date Signature

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Title and names of Host Date Signature

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Title and names of Home supervisor Date Signature

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| **Official purposes** | |
| Reviewer’s comment |  |
| Reviewer’s comment |  |
| Final decision |  |