**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**KNUST RESEARCH FUND (KREF)**

**TEMPLATE FOR IMPLEMENTATION PLAN (IP)**

*Following the review of KReF proposals, successful applicants are required to develop a detailed Implementation Plan to serve as a working document for the project. The IP also serves as a monitoring and evaluation tool for all stakeholders of the project. The IP is a direct transformation of the approved proposal into an action-oriented document that highlights the specific objectives of the approved project, expected outputs / deliverables, roles and responsibilities of key personnel anticipated risks as well as the learning and sustainability measures. The KReF Scientific Committee shall review all progress and completion reports in accordance with the Implementation Plan. The entire document must not exceed 10 pages.*

# **Background**

*Brief background of the project including the research problem it seeks to address*

# **Overall Goal of the Project**

*Indicate the expected end state results or impacts envisaged upon completion of the research project. Specify the outcomes at the end of the project particularly in terms of improved research, teaching and outreach performance of the University*.

# **Specific Objectives**

*Outline the immediate objectives of the project with regards to what the project seeks to achieve with its outputs*

# **Summary of Methodology**

*A brief statement on the approach adopted by the project in order to achieve the stated objectives*

# **Expected Outputs/ Deliverables**

*Outline the key deliverables expected from the implementation of the project activities and how these can be verified.*

# **Roles and Responsibilities of Key Personnel**

*Describe the specific roles of key persons or partners named in the project including the Postgraduate students*

# **Risks and Mitigating Measures**

*Outline any envisaged event or occurrences that have the potential to jeopardize the success of the project or the achievement of stated results.*

# **Learning and sustainability measures**

*A description of the envisaged efforts to ensure learning and continuity in and beyond the grant period. Outline how results and insights gained in the project will be up-scaled or sustained beyond the KReF funding period*

# **Activity Plan**

# *The activity plan should be prepared as Gantt chart organized by (numbered) outputs and activities covering the entire 12 months duration of the project.*

# **Budget**

The approved budget in the proposal must be properly aligned with the following budget lines:

1. *Research Materials and Supplies*
2. *Travel and Fieldwork*
3. *Small Tools and Equipment*
4. *Meetings and Workshop Cost*
5. *Communication and Dissemination*

*The total budgeted amount must correspond with original proposal.*