COMPLETION REPORT TEMPLATE

# **AWARD INFORMATION**

|  |  |
| --- | --- |
| **NAME OF PRINCIPAL INVESTIGATOR:** |  |
| **CO-INVESTIGATORS (Indicate postgraduate student:** |  |
| **TITLE OF RESEARCH PROJECT:** |  |
| **AWARDED AMOUNT/ GRANT SIZE:**  |  |
| **PROJECT START DATE:** |  |
| **PROJECT END DATE:** |  |
| **REPORT SUBMISSION DATE:** |  |

# **INTRODUCTION**

# **RESEARCH OBJECTIVES**

*(Explain briefly the identified gap or problem this study sought to achieve)*

# **RESEARCH APPROACH/ METHODOLOGY**

*(Brief description of methods adopted for data collection, analysis and interpretation of results)*

# **RESEARCH OUTPUTS & OUTCOMES**

*(Outline the immediate and longterm results of the project in relation to the research objectives)- how has your research contributed to addressing the identified research gap?*

# **CAPACITY DEVELOPMENT**

*(Briefly explain how the team worked together to ensure success of the research project, outline new skills acquired through the implementation of this project, and how the team members benefitted from the collaboration).*

# **RESEARCH DISSEMINATION**

Explain how you research results were disseminated (provide links to Journal publications, conference papers, policy briefs, community meetings, etc)

# **CHALLENGES**

Outline key challenges encountered throughout the award process (including KReF Application Process, review, award, and disbursement of funds)

# **RECOMMENDATIONS FOR KREF**

#  **CONCLUSION**

# **APPENDICES**

**FINAL FINANCIAL REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items**  | **Budget (GHC)** | **Actual** | **Variance** |
| ***Travel and Fieldwork***  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal:** |  |  |  |
| ***Small Tools and Equipment*** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal:** |  |  |  |
| ***Research Materials and Supplies***  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal:** |  |  |  |
| ***Meetings & Workshop Cost***  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal:** |  |  |  |
| ***Communication and Dissemination*** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **GRAND TOTAL** |  |  |  |

………………………….. …………………..

**Principal Investigator Date**

**RETURN COMPLETED REPORT TO ALL OF THE FOLLOWING**:

*Director, Office of Grants and Research*

*Provost of College*

*Head of Department*