

# MONITORING AND EVALUATION REPORTS OF SRDB

## MID-YEAR TECHNICAL PROGRESS REPORT

### Reporting period

| From |       |      | To  |       |      |
|------|-------|------|-----|-------|------|
| Day  | Month | Year | Day | Month | Year |
|      |       |      |     |       |      |

1. **Project Title:** \_\_\_\_\_

2. **Name of Principal Investigator:** \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

3. **Co-Principal Investigator:**

Institution/Organization: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

4. **Overseas Cooperating Scientists/Organization:**

Name: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. **Project Duration:** (Months) \_\_\_\_\_

6. **Project Status:** On-going \_\_\_\_\_ Completed: \_\_\_\_\_

7. **Total Cost:** (Rs. Million) \_\_\_\_\_

Total Releases: \_\_\_\_\_ Expenditure: \_\_\_\_\_

8. **Expenditure During the Reporting Period:** \_\_\_\_\_

9. **Objectives:** \_\_\_\_\_

10. **Accomplishments during the Reporting Period:**

| Sr.# | Activities | Output/Result | Benefits of Research/<br>Accomplishments | Conducting<br>Scientists |
|------|------------|---------------|--|--------------------------|
|      |            |               |  |                          |
|      |            |               |  |                          |

11. **Significant Findings, if any:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. **ENDORSEMENT:**

**Principal Investigator:**

**Co-Principal Investigator:**

Seal and Signature: \_\_\_\_\_

Seal and Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that this proposal has the concurrence and support of:

**Head of Department / Organization / Authorized Authority:**

\_\_\_\_\_  
(Seal and Signature)

Date: \_\_\_\_\_

## GUIDE FOR COMPLETION OF ANNEXURE-6

The mid-year research report to be submitted six months after the start of the project. The guidelines for preparation of mid-year reports are given as under:

**Title Page:** The following information (1-8) should be tabulated on the title page:

1. Project Title
2. Name of the Principal Investigator
3. Overseas Cooperating Scientists/Organization
4. Project Duration
5. Project Status
6. Total Cost
7. Expenditure during the reporting period
8. Objectives
9. **Accomplishments:** List each activity briefly and clearly resulting in a single output. The **output** comprises of the distilled results highlighting the effect of a particular intervention. The **benefit** is the gain in terms of social, economic and environmental terms due to practical use of the output. Please indicate how the output benefit the end users and what technology transfer method should be adopted.  
(*Note: The accomplishments should not be comprising more than two pages*).

10. **Significant Finding:** Self-explanatory

11. **Endorsement:** The report should be signed by Principal Investigator and Institutional Head or a person authorized on his behalf.

**Note:**

1. **Table of Contents:** The report should contain table of contents along with page numbers.

2. **Report Size:** Report be prepared on 8 ½x 11 ¾size paper typed recto-verso in 1 ½space.

**Copies required: Four** (4) copies of midyear report should be submitted to Address: Sugarcane Research and Development Board, AARI, Jhang Road, Faisalabad. Phone: +92412650146, Fax: +92412650147, e-mail: [ceo.srdb@gmail.com](mailto:ceo.srdb@gmail.com)