UNIVERSITY OF THE PHILIPPINES LOS BAÑOS



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**UPLB BASIC RESEARCH PROGRAM**

**TERMINAL REPORT FORM**

(Revised, 2012)

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| **Note:** This form is to be used in preparing and submitting the annual report of a study funded under the UPLB Basic Research Program. This must be submitted in one (1) hard-copy and one (1) soft-copy in CD to the Office of the Vice-Chancellor for Research and Extension (OVCRE) in computerized form and must contain all the information herein required. Text should be in Point 10 Arial font. Terminal reports should be submitted through channels. | | | | | | | | | |
| **A. BASIC INFORMATION** | | | | | | | | | |
| 1. Title | | | | | | | | | |
| 2. Proponent (s) | | | | | | | | | |
| Name (s) | | Designation (s) | | | | | | Department/ Institute/ College | |
| 3. Implementing Agency (ies) | | | | | | | | | |
| Name of lead agency | | | | | Address | | | | |
| Name of collaborating agency (ies) | | | | | Address (es) | | | | |
| 4. Project duration and location | | | | | | | | | |
| Date project started | Date of completion | | | | | | Location | | |
| 5. Project funding | | | | | | | | | |
| Total approved budget | Total amount released | | | | | | Actual expenses | | |
| **B. TECHNICAL DESCRIPTION** | | | | | | | | |
| **Important Instructions:**  6. Prepare in Arial font and insert in this section the required information:   1. Executive Summary 2. Acknowledgement 3. Table of Contents 4. List of Tables, Figures, and others 5. Abstract 6. Introduction 7. Review of Literature 8. Methodology 9. Results and Discussion 10. Bibliography 11. Appendices | | | | | | | | |
| **C. Project management** | | | | | | | | |
| 7. Summary of yearly comments of evaluators and action taken, if applicable | | | | | | | | |
| Comments | | | Action taken | | | | | |
| 8. Problems encountered and recommendations | | | | | | | | |
| Problems  (State encountered problems related to administrative processes, research implementation, infrastructure and equipment reliability, among others) | | | | Recommendations  (State constructive comments on how to improve research implementation and monitoring) | | | | |
| **D. ENDORSEMENTS** | | | | | | | | |
| To be filled up by the proponent/ author | | | | | | | | |
| *Submitted by:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Proponent’s Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |
| To be filled up by the immediate supervisor | | | | | | | | |
| *Noted by:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |
| To be filled up by the College Dean or Research Institute Director | | | | | | | | |
| *Noted by:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |
| To be filled up by the receiving personnel of the OVCRE | | | | | | | | |
| *Received by:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Receiving Clerk  OVCRE | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |
| To be filled up by the receiving personnel of the OVCRE | | | | | | | | |
| *Noted by:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature  Vice-Chancellor for Research and Extension | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |
|  | | | | | |  | | |