**The UWI-Trinidad and Tobago Research and   
Development Impact Fund**

**INNOVATION PROOF OF CONCEPT GRANTS**

**{Insert Project Title}**

**Progress Report**

**Template**

**July 2019**

**Contact Information and Project Details**

|  |  |
| --- | --- |
| Date (Month, Year) |  |
| Name of Lead Researcher/ Project Team Leader |  |
| Project Title |  |
| Faculty and Department |  |
| Execution Time (36 months max) |  |
| Execution Time elapsed |  |

**Executed Activities and Achievement of Deliverables**

Please add additional rows if necessary and include an updated Project Implementation Chart in the appendices.

|  |
| --- |
| **Name of Activity:** |
| **Persons Engaged and Roles:** |
| **Objective:** |
| **Description:** |
| **Result/Output:** |
| **Status of Deliverables:** |
|  |
| **Name of Activity:** |
| **Persons Engaged and Roles:** |
| **Objective:** |
| **Description:** |
| **Result/Output:** |
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|  |
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|  |
| **Name of Activity:** |
| **Persons Engaged and Roles:** |
| **Objective:** |
| **Description:** |
| **Result/Output:** |
| **Status of Deliverables:** |
|  |

**Project Implementation Details**

With reference to the stated deliverables, stakeholder engagement plan and intellectual property development cited in your project proposal, please detail relevant developments in the current reporting period. These may relate to the following categories but do include others that are not identified here:

1. **Consultancies/new hires:** *[Include names, project role/responsibility, affiliation, C.V. and indicate graduate students, if applicable]*
2. **Stakeholder Sensitization/Engagement, Customer Discovery and Knowledge Dissemination:**
3. **Publicity:** *[new/social and traditional media, project websites etc.]*
4. **Conference Presentations:**
5. **Scholarly Publications:**
6. **Intellectual Property:**
7. **Counterpart Support:**
8. **Commercialization Potential:**
9. **Data Sharing:** *[indicate the type of data available to be shared with the public. Provide links to databases/ datasets if already available and conditionalities where applicable]*
10. **Policy developments:** *[inclusive of development and acceptance of policy recommendations, legislative changes, etc.]*
11. **Environment, Safety and Health:**
12. **New Partnerships and Collaborations:**
13. **Awards:**
14. **Other:**

**Outcomes and Impacts**

With reference to the theory of change model and the anticipated impacts cited in your proposal, please indicate the outcome/impact of activities executed to date. Depending on the stage reached in project execution, specific outcomes or impacts may or may not be discernible. Please include quantitative descriptions where applicable. Kindly refer to the following definitions:

Output: The products, capital goods and services which result from an activity.

Outcome: The observable short-term and medium-term effects of the outputs on beneficiaries.

Impact: The evident academic, technology, economic, cultural, health, environmental, societal, policy, organizational, teaching/ training and reputational benefits to specific groups in society emanating from research activity. The results of a project which affect the big picture issues, problems, or challenges that it was designed to ameliorate and which are attributable to its activities. Impacts may be positive and negative, primary and secondary long-term effects produced directly or indirectly, intended or unintended.

*Examples may relate to:*

* *New or improved product(s), processes, and/or service(s); patents, licenses, etc.*
* *Use of project’s output by a commercial or industrial enterprise or other stakeholder group.*
* *Technical input to national or regional policy documents*
* *Evidence of change in government or industry policy and/or practice*
* *Generation of new knowledge for research and teaching (e.g. new courses, course materials)*
* *Strengthening communities of practice*
* *Increased sensitization/organization of stakeholder groups*
* *Contributing to intellectual discourse*
* *Attracting external funding and formation of new partnerships*

|  |
| --- |
| **Project Component/ Activity:** |
| **Beneficiaries or target groups:** |
| **Outcome(s):** |
| **Impact (anticipated and/or unanticipated):** |
|  |
| **Project Component/ Activity:** |
| **Beneficiaries or target groups:** |
| **Outcome(s):** |
| **Impact (anticipated and/or unanticipated):** |
|  |
| **Project Component/ Activity:** |
| **Beneficiaries or target groups:** |
| **Outcome(s):** |
| **Impact (anticipated and/or unanticipated):** |
|  |
| **Project Component/ Activity:** |
| **Beneficiaries or target groups:** |
| **Outcome(s):** |
| **Impact (anticipated and/or unanticipated):** |
|  |

**Additional Information**

In order to fully assess progress achieved, we would be grateful if you can outline any additional information (e.g. developments in the sector/industry, challenges or unforeseen circumstances) regarding the execution of the project. Please include any lessons learnt, measures taken to ‘plan for impact’ during the project cycle (even if the outcomes have not yet been realized) and/or to mitigate risks to project execution. Should the team require specific commercialization and knowledge transfer support during the next reporting period, please make the case for this here.

**Expenditure Activity**

**RDI Fund Status - Details [[1]](#footnote-1)**

|  |  |
| --- | --- |
|  | **Amount (TT$)** |
| **Total Approved Funding** |  |
| **Total Amount Disbursed to date** |  |
| **Total Amount Spent to date** |  |
| **Balance in Project Account** |  |

**Counterpart Funding - Details [[2]](#footnote-2)**

|  |  |
| --- | --- |
|  | **Amount (TT$)** |
| **Total Approved Funding** |  |
| **Total Amount Disbursed to date** |  |
| **Total Amount Spent to date** |  |
| **Balance in Project Account** |  |

**In-kind Support**

If your project has received in-kind support or donations (cash, materials, equipment or other) from counterpart institutions, please mention this in the section below:

**Approvals**

|  |  |
| --- | --- |
| **Project Team Leader** | |
| I acknowledge that as Team Leader I am responsible for the accuracy of the information presented in this report, the timely execution of this project and the achievement of its objectives. | |
| --------------------------------------------------  Project Team Leader | ---------------------------------  Date |
| **RDI Fund** | |
| This progress report has been received and accepted by the RDIF Secretariat, on behalf of the Technical Evaluation Committee of the RDI Fund. | |
| --------------------------------------------------  RDI Fund Secretariat | ---------------------------------  Date |

**List of Appendices (to be included)**

Appendix 1: Updated Project Implementation Chart

Appendix 2: Statement of Expenditure – RDI Fund Project Account (available from Bursary)

Appendix 3: Details on Counterpart funding (where applicable)

1. Please include a statement of expenditure for this project, generated by the Projects Section of the Bursary. [↑](#footnote-ref-1)
2. Where applicable, please include in Appendices details on the source and disbursement of counterpart funding or other types of support from external funding agencies, partner institutions, etc. [↑](#footnote-ref-2)