

## **Guidelines for Preparation of Final Report for Research Conducted Under University Research Grants**

- The final report should be submitted through the Head of the Department and the Dean of the Faculty to the Registrar/Research, and Publications Division, along with two soft copies.
- The final report should be comprehensive, covering the entire period of the research project.
- The final report should include the following information:

### **Section 1 should appear on the first page of the report.**

1. (a) Grant Number:  
(b) Title of the Project:  
(c) Name(s) of the Chief Investigator and co-investigator(s):  
(d) Department and Faculty:  
(e) Date of Award:  
(f) Project Duration:  
(g) Date of Completion:  
(h) Total Allocation:  
(i) Total Spent:
2. Introduction including background, literature review, and scope/objectives of the project:
3. Description of research conducted, including methodology:
4. Results obtained:
5. Discussion, Conclusions drawn and recommendations, if any, for implementation:
6. References (should be prepared according to Harvard Style):
7. An explanation of any significant departure from the original plan:
8. Grantee's signature:
9. Recommendation of the Head of Department: Recommended/Not Recommended:
10. Recommendation of the Dean of the Faculty: Recommended/Not Recommended:  
*(Sections 8-10 should appear on the last page)*