

**UNICEF / UNDP / World Bank / WHO
Special Programme for Research and Training
in Tropical Diseases (TDR)**

GUIDELINES FOR FINAL TECHNICAL REPORTS

CAPACITY STRENGTHENING PROGRAMME GRANT

I. GENERAL INSTRUCTIONS

A final technical report must be submitted to TDR upon completion of a TDR capacity strengthening programme grant (formerly research capability strengthening grant). Please follow these guidelines carefully in preparing your report. The page limitations imposed for the various sections of the report must be strictly adhered to (there is no form). To permit efficient processing, please **do not write on the back of any page of the report**.

Unlike the interim progress reports which you may have submitted so far, **the objective of this final report is (1) to give TDR a dynamic picture of how, and the extent to which, this grant has had a measurable impact on strengthening the research capacities of your institute, and (2) to document the scientific outcomes of the project**. The final report should not be a collation or repetition of progress reports previously submitted to TDR.

Unless otherwise specified, the questions pertain only to the time period the grant was active, and "institution" refers only to the operational unit to which the grant was awarded - your department, division, research group and/or collaborators.

2. SUMMARY OF ACHIEVEMENT OF THE GRANT OBJECTIVES

Summarize in no more than **two pages** the extent to which the objectives stated in your original proposal have been achieved. Focus on how these objectives were realized, and their contribution to the advancement of knowledge and research strengthening process in your institution, including training of junior scientists. Where applicable, describe how field and laboratory studies have been integrated, and the impact your research may have had on disease control programmes or policies. If appropriate, suggest reasons for failing to achieve the objectives.

3. RESEARCH ACTIVITIES

Summarize the objectives and findings of each research project carried out under the TDR grant, give interim findings for projects which have not yet been completed, and **state how these research projects have assisted in establishing linkages, trained junior scientists, and contributed to disease control programmes.**

Do not exceed the **five page limit** for this item.

4. PUBLICATIONS

- 4.1 Give full bibliographic references of scientific papers already published or accepted for publication that have **resulted from research funded and carried out under the TDR grant.** Please attach a reprint of each publication.
- 4.2 For work completed but not yet published, attach a copy of the prepared manuscript including a single page which includes the title, author, journal submitted to and brief abstract. List conference presentations separately.

If you have been collaborating with a research group in another country, for each publication or manuscript, indicate whether the research, which was the basis for the publication, was completed in your country or a collaborator's laboratory.

- 4.3 List separately, with complete citations, scientific papers published during the two years prior to the start of the TDR grant.

5. STAFF DEVELOPMENT

- 5.1 For each person in your institution who has either received training supported by this grant or a TDR-funded research training grant, please fill out the attached "**Information on TDR-supported trainees**" - one form for each trainee.
- 5.2 If any TDR trainee has failed to make a contribution or return to the institution, suggest possible reasons for this.
- 5.3 In no more than **one page**, list additional competencies/skills that have been acquired through the training of existing staff and/or through the employment of new staff during the period of the grant. What new techniques and/or procedures were introduced in the institution?

6. IN-HOUSE RESEARCH TRAINING

Give a brief account (in no more than **two pages**) of the in-house research training related to TDR target diseases, provided to individual or groups of scientists during the period of the grant, and state the outcome of each such activity. Describe any changes that have occurred in the way in which training

programmes in the institution are now planned and evaluated, particularly in the ability to accept and train postgraduates.

7. VISITING EXPERTS

List the names of any experts who have visited the institution funded under the TDR grant. State the contributions of each visiting expert to research activities, and briefly describe the benefits which have accrued from each visit.

8. LINKS WITH NATIONAL DISEASE CONTROL PROGRAMMES

Describe in no more than **one page** any collaborative activities that have been undertaken with national disease control programmes during the period covered by the grant.

9. LINKS WITH OTHER INSTITUTIONS

Indicate whether any activities have been carried out in collaboration with scientists in other national or international institutions. If so, briefly describe these activities (in no more than **one page**).

10. RESOURCES GENERATED

- 10.1 List the research grants received from TDR, national, and international funding sources, by you and your colleagues, during the period of the grant and the two years immediately prior to the grant. Include the project title, funding agency, amount received and duration of the grant.
- 10.2 Describe any improvements that have occurred in the institution, including increased budget, new buildings, the acquisition of additional space or major equipment, and the creation of new staff positions.

11. FUTURE OF THE INSTITUTION

In no more than **one page**, describe your plans for further developing the institution's research and training activities related to TDR target diseases. Is the momentum generated by the TDR support sustainable over the long-term?

INFORMATION ON TDR-SUPPORTED TRAINEES

Last name:					
First name:					
Title:		Sex:	(M/F)		
Date of birth		Nationality:			
Home institution and mailing address (if different from PI):					
Tel:		Fax:		Email:	
Present post and job title:					
Immediate past post and job title:					
University education (degree / subject / university / year):					
Training receiving under grant:					
Impact of training on research group development					
Trainees research interests:					