

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

For administrative use

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(exceptions: see 1.1-1.6 below; page 2)

PROGRESS REPORTS & RENEWAL REQUESTS
 CAPACITY STRENGTHENING PROGRAMME GRANT

COMPLETED FORMS SHOULD BE SENT BY EMAIL ONLY (rcstr@who.int). IN ADDITION, PAGES 1 AND 5, AND THE FINANCIAL REPORT (WITH ORIGINAL SIGNATURES) SHOULD BE MAILED TO TDR. FAX COPIES ARE NOT ACCEPTED.

PART I. ADMINISTRATIVE INFORMATION

Selected information from this box (1.1-1.6) may be released to the general public			
1.1 Period covered by this report:		1.2 Report Type:	
From	To	Progress Report Only <input type="checkbox"/>	
		Progress Report & Renewal Request <input type="checkbox"/>	
1.1a Project ID number:			
1.3 Name of Principal Investigator and institution affiliation		Title:	Sex: (M/F)
Surname:		First name(s):	
Full name of institution:			
Full postal address of Principal Investigator to be used for professional correspondence:			
Telephone:	Email (1):	Fax:	
Fax (2) :	Email (2) or Website:		
1.4 Title of Project: (120 characters <u>maximum</u>)			
1.5 Committee: RSG		1.6 Relevant Disease(s):	

1.7 Summary progress: *(for the period under review)*

Unless you specify to the contrary by placing a cross in this box , the whole or part of this section may, at the discretion of the director of TDR, be included in reports of the Special Programme or other TDR communications outlets such as the website or *TDRnews*.

1.8 Elapsed time: *(from initial funding to date)***1.9 New institutional ethical clearance and government approval**

Required for new projects involving research on human subjects

Are the objectives/methodologies or projects different from the original proposal? Yes No

If yes, is new informed consent required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
If yes, is new informed consent attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
If yes, is new institutional ethical clearance required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
If yes, is a new institutional ethical clearance document attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
1.10 Is national government approval required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
If yes, is the approval document attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
1.11 Are animals to be used in this project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>

If yes, list species and estimated number

PART II. PROJECT DESCRIPTION *(complete the following items indicating the corresponding page(s))*

Complete the progress report by describing the items below (number the extra pages 3.x). Please indicate in the column on the right the corresponding page number where the information can be found. **Please do not use the back of a page** and keep within the maximum limit of pages as indicated.

<p>1. Objectives</p> <p>List the original objectives. Indicate and justify any modifications from the original objectives during the reporting year <i>(1 page)</i></p>	
<p>2. Summary of progress</p> <p>Highlight the main activities carried out during the reporting year. Describe the contribution(s) of the grant to the development of the institution. Please indicate the main methodological / implementation challenges encountered during the reporting year <i>(2 pages)</i></p>	
<p>3. Detailed progress report</p> <p>3.1 Research activities</p> <p>Summarise activities / results obtained to date. Give names of the staff involved. Indicate the expected duration of the coming activities and the anticipated date of completion of the project <i>(5 pages)</i></p>	
<p>3.2 Publications and patents</p> <p>List published papers or manuscripts submitted for publication that are related to the current project. Include scientific communications to national and / or international audiences. Describe any consultation / discussions with health authorities <i>(1 page)</i></p>	
<p>3.3 Training activities</p> <p>Group training: title, objectives, date, duration, gender, and evaluation criteria <i>(1 table)</i></p> <p>Individual training offered by the institution: name(s) of trainee(s), gender, professional capacity, type and level of training <i>(1 table)</i></p>	
<p>4. Major developments during the reporting year</p> <p>4.1 Material resources</p> <p>Laboratory, equipment, physical space, information / communications technologies, library, etc. Describe any other major developments outside the TDR grant <i>(half a page)</i></p>	
<p>4.2 Staff development</p> <p>Describe formal academic staff training, short-term training, and newly recruited staff by gender and funding source. List names of degrees and institutions <i>(half a page)</i></p>	
<p>5. Visiting experts</p> <p>List names, gender, affiliation, national counterpart, funding source, objective of the visit, expected capacity building impact to the institution <i>(1 page)</i></p>	
<p>6. New linkages established</p> <p>Indicate name and type of institution, contact person, national / international type of collaboration established. List any new linkages with disease control programmes within the country <i>(1 page)</i></p>	

<p>7. Enabling and constraining factors</p> <p>Describe factors which have enabled / facilitated the implementation of this grant, as well as any difficulties or challenges encountered in managing this grant and suggest possible solutions (1 page)</p>	
<p>8. Additional funding</p> <p>Indicate additional support received for this or other related projects. Indicate the amount in US\$, or any other type of support and source (1 page max)</p>	
<p>9. Research and training activities proposed for the next year of the grant</p> <p>Summary of proposed activities: provide a succinct summary of the research and training activities proposed for the next year of the grant and highlight their importance for the development of the institution (2 pages maximum)</p>	
<p>9.1 Description of proposed research projects</p> <p>For each new research project proposed for the next year of the grant, give the name(s) of the investigators, gender, project title, objectives, background and rationale, the research questions, study design, and detailed methods (5 pages, including a maximum of 10 references)</p> <p>For projects to be continued from the previous year, give the name(s) of the investigator(s), gender, project title and proposed activities (2 pages)</p>	
<p>9.2 Other activities</p> <p>Give any additional information pertinent to the grantee / institution's activities and staff development under this grant during the next year (1 page)</p>	
<p>9.3 Individual and group training activities proposed</p> <p>Provide the information on title of activity, tentative dates, objectives and background of participants and gender (2 pages)</p>	
<p>9.4 Visiting expert proposed</p> <p>Indicate name(s), institutional affiliation, and field of expertise, source of support, duration of stay, and the national counterpart and gender of both parties (1 page)</p>	
<p>9.5 Linkages</p> <p>Describe linkages the grantee / institution propose to develop with institutions within and outside the country, as well as with national control programme(s) or disease control programme(s) (1 page)</p>	
<p>10. Budget justification</p> <p>Projects requesting grant renewal should submit a full justification of the proposed budget.</p> <p>* A financial report form (available at http://www.who.int/tdr/grants/report-forms.htm) from the previous Technical Services Agreement should be included with detailed explanation of any deviation from or overspending in any budget line, as from originally approved budget.</p> <p>An updated financial report may be requested by the time of preparing the new Technical Services Agreement.</p>	

PART III. SUMMARY BUDGET RENEWAL REQUEST

3.1 Budget details		<i>For WHO use only - Project ID</i>			
Personnel (<i>name, if known</i>)	Position	% of time devoted to project	Budget request (US\$)		
			Year 1 20	Year 2 20	Year 3 20
1	Principal Investigator		<i>(not normally admissible)¹</i>		
2					
3					
4					
Trainees/fellows:					
1					
2					
3					
Total personnel					
Supplies ²	[Please enter details here: e.g. expendable items; reagents, field suppliers etc.]				
Equipment ²	[Please enter details here: e.g. nonexpendable assets; microscopes, computer hardware etc.]				
Animals	[Please enter details here: e.g. specify species and number]				
Patient costs	[Please enter details here: e.g. drugs, hospitalisation, transportation etc.]				
Local travel (field work)	[Please enter details here: e.g. local air tickets, hotel, per diem]				
International travel (research staff)	[Please enter details here: e.g. air tickets, hotel, per diem. Do not include scientific meetings]				
Visiting experts	[Please enter details here: e.g. air tickets, hotel, per diem]				
Premises renovation	[Please enter details here: e.g. modest alternations and modifications]				
Library	[Please enter details here]				
Vehicles	[Please enter details here: e.g. fuel, purchase, maintenance]				
Training	[Please enter details here: e.g. tuition, stipend etc.]				
Communication	[Please enter details here: e.g. telephone, web etc.]				
Other expenditures (<i>specify - institution overhead is not allowed</i>)					
1.	[Please enter details here]				
2.	[Please enter details here]				
3.	[Please enter details here]				
4.	[Please enter details here]				
5.	[Please enter details here]				
Total others					
Amount intended for supplies and equipment to be purchased directly by WHO through the Trust Fund mechanism					
GRAND TOTAL					
Chief Financial Officer of the Institution		Principal Investigator			
Name		Name			
Signature	Date	Signature		Date	

¹ Salary support for the PI in DECs is permitted in special cases. Justification by PI & and recommendations by Steering Committee required.

² This should include, where applicable, 20% for packing, freight and insurance charges.

