

Semi-annual Reports

The SANREM CRSP requires a semi-annual progress report by April 15. Please be concise, five pages maximum.

Semi-Annual Reporting Format:

- I. Executive Summary of overall progress for the past six months
- II. Research progress by objective.
 1. Progress towards completing critical Annual Work Plan tasks.
 2. Changes in research design or methods, obstacles encountered, and actions taken.
 3. Significant research findings (bulleted form preferred).
- III. Significant training, capacity building, and networking activities
 1. Update degree training students supported (complete [Form 16](#)).
 - a. You will find your most recent Form 16 in your drop box on the [SANREM scholar site](#).
 - b. If you have forgotten your password for the Scholar site, you can type in your email in the bottom right box and your password will be reset.
 - c. Please **update** the file, highlight changes, and upload the new file.
 - d. Instructions: [Form 16A](#).
 2. Update short-term training events conducted (complete and attach [Form 17](#)).
 3. Update publications list with proper bibliographic citations and enter into SKB* (complete and attach [Form 18](#)).
 4. List any special events or networking activities.
- IV. Research strategy and development objectives.
 1. Describe progress achieving research milestones.
 2. Indicate how this contributes to progress along the development impact pathway.
 3. Discuss any lessons learned relevant to development goals.

* Semi-annual reports will not be considered complete until all SKB entries are up-to-date.