

## Semi-annual Reports

The SANREM CRSP requires a semi-annual progress report by April 15. Please be concise, five pages maximum. The format is provided below and as Form 14 at:

[https://secure.hosting.vt.edu/www.oired.vt.edu/sanremcrsp/team\\_PI/sanrempi.php](https://secure.hosting.vt.edu/www.oired.vt.edu/sanremcrsp/team_PI/sanrempi.php)

### Semi-Annual Reporting Template (Form 14):

- 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 and attach Form 16).
  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 TOP Framework 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.