**Adigrat University**

**Guidelines** **for** **Monitoring and Evaluation (M & E)** **of** **Research** **Undertakings**

M& E is mainly designed to play a supportive role in the conduct of research. The implementation of M& E in AdU is to verify the status of research activities, to identify problems encountered in the process of implementing research project, to take immediate measures, and to present challenges to the respective management for those not solved during field follow-up. The M&E is regularly done by the colleges/institutes research council. The Research and Community Services Director (RCSD) shall develop a check list for monitoring and evaluating a project that suites a discipline in question. The research RCSD shall undertake a periodical M&E in various forms such that;

1. The RCSD shall review quarterly, progress and terminal report and write a report whether the conduct of the research is in line with the project proposal and protocol of the project.
2. The RCSD shall arrange a field visit and check data log books, data record books and check the data collected as per the research proposal.
3. The RCSD also shall check whether the research project is undertaken in the time frame as documented in the proposal.
4. The RCSD shall monitor the management and utilization of financial and physical resources to the planned project.
5. The board shall write a report and provide a feed back to the researcher, the department where the research project is based and dean of the colleges/institutes.
6. The researcher shall send a response letter to department, dean of the colleges / institutes and Research council of the colleges/institutes &the RCSD of university stating the arrangements made to improve the research undertaking.
7. The researcher failing to report as per the recommendations of the RCSD shall not be getting a financial support to continue the project and will account the expenses born for the research.

**Format** **for** **Progress** **report**

1. Code and title of the project:

2. Project management /Organization/ co-ordination/colleges/institutes:

a. Name of principal investigator/project coordinator (Department, Colleges/institutes)

b. Research and team member (s) in the university (if any) and their specific role in the research project:

c. Other partner/collaborating organizations (outside AdU) with addresses of contact person (s) and their role in the project:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Profession | Department | Faculty/Colleges/institutes | Specific role | e-mail |
|  |  |  |  |  |  |

3. Project duration and period:

4. Reporting period:

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|  |

5. Funding

a. Source of funding

b. Amount (In phases if any)

6. Fund utilized: indicate the amount of money utilized for the reporting period

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Period covered ---------------------------- To --------------------------------------- | | | | | |
| Sr. No | Items | Amount  brought forward 1 | Fund  received 2 | Total fund in  this period 3 | Fund  expended 4 | Balance 5 |
| 1 | Expendable items |  |  |  |  |  |
| 2 | Equipment |  |  |  |  |  |
| 3 | Literature and stationery |  |  |  |  |  |
| 4 | Local travel and communication |  |  |  |  |  |
| 5 | Honorarium |  |  |  |  |  |
| 6 | Personnel |  |  |  |  |  |
| 7 | Other expenses (specify if any) |  |  |  |  |  |

1. Amount in Birr which was brought forward if the project is on-going

2. The break down should be as shown in the budget approved for the reporting period and it is a fund came in this period

3. This amount is the sum of the amounts in the third and fourth columns

4. Fund expended is the fund in column five less the expense stated in column six

5. The balance should reconcile with approved budget. If there is over expenditure, there has to be a clear justification.

7. Objectives of the project

a. General

b. Specific objectives:

8. Work plan used for the current reporting period (state briefly the work plan for the

project until the current reporting is made).

9. Achievements/progress: Indicate also which objectives have been addressed: Project output description (give the highlights of the work done during the reporting period): Include detailed summaries of the work carried out and results obtained to permit informed critical scientific assessments of the work by the respective committee and peer reviewers. If possible the results could be presented in tabular or graph form. Summaries should be complete in themselves as brief as possible; consistent with clarity (a maximum of two pages is required). Interpret new findings (both positive and negative) in terms of the objective of the project and state if they are expected to increase (or degrease) the duration, total costs and/or the likelihood of the success of the project.

10. Problems encountered (state any major problems encountered while conducting the research): Describe advances and/or problems encountered towards the completion of the plan of work for this reporting period.

11. Measures to be taken :

12. Summary of scientific results obtained

a. Publications in interventional scientific journals, local journals and congress proceedings 21

b. List submitted, accepted, in press, and published papers, leaflets, proceedings, books

21 please attach full papers

c. Presentation in conferences/seminars 22

d. Any special contribution of the project

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| --- |
|  |

e. Training and extension 23

f. Development activities

13. Work plan (description of the work plan for the next funding, including the research time table):

14. Financial expenditure (detailed expenditure for the upcoming research period)24

15. Additional remarks

22 attach if there are publications such as manuals produced

23 indicate if there was a training and extension activity

24 This has to be filled in consultation with the finance office of the university