

TEMPLATE FOR ANNUAL REPORTING BY ISERCs

Name of ISERC	
Financial	
Reference	
Date Submitted	
Annual Budget	
Budget Raised	

Meetings Held by the ISERC

SECTION 1:

[illegible]

Table 2 - A list of research proposals rejected during the FY

[illegible]

SECTION 2:

Changes in the ISERC membership, SOPs, or other substantive changes.

i. Changes in membership (New and those exited)

Please enclose appointment letters for the new members

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ii. Changes in SOPs (if any) (The sections changed)

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SECTION 3

Summary of other activities of the committee including capacity building, monitoring and evaluation of approved research projects.

i. Capacity building (training(s) conducted; include date, area of training, venue and number of members trained)

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ii. Capacity Building Plans for the next year

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iii. Monitoring and Evaluation of approved research projects

No.	Research project title	Category of research project	Site of Research Project	Date monitored	Findings	Recommendation(s) made
1.						
2.						

3.						
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SECTION 4.

Areas of review that caused difficulty for the committee in making a decision on any particular research proposal

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SECTION 5.

Complaints and Appeals Handling (Complaints received, Appeals received, Resolution of complaints and Appeals, and any pending complaints)

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SECTION 6.

Any other information or other matters which the committee may wish to bring to the attention of NACOSTI

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DECLARATION

This is to confirm that the information provided is true to the best of our knowledge

Chairperson

Name.....Date.....Signature.....

Secretary

Name.....Date.....Signature.....

Official stamp