REPUBLIC OF RWANDA

**NATIONAL COUNCIL FOR
SCIENCE AND TECHNOLOGY (NCST)**

<div style="border: 1px solid">

Results Framework for Monitoring and Evaluation (M&E)
Research Grant Quarterly Report.

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1. Background and Scope

The Government of Rwanda is committed to support funding to develop Research and Experimental Development (R&D) and Innovation through National Research and Innovation Fund (NRIF) established in June 2018 at National Council for Science and Technology (NCST). Through NRIF, both public and private sectors are provided with opportunities to utilize available funding through a competitive process to harness development of Science, Technology and Innovation to increase investment in R&D to transform the socio-economic landscape of the country. The NRIF is a key tool for addressing the National Research and Innovation Agenda (NRIA) and therefore, R&D activities to be funded are designed to align with the NRIA. NRIF contributes to addressing six specific priority sectors, as identified in the NRIA through stimulating priority-led research. NRIF instruments are expected to contribute to the following priority sectors, namely a) Sustainable Energy; b) Food Security and Modern Agriculture; c) Life and Health Sciences; d) Local Production and Value Addition; e) Digital Services Products and Lifestyles; and f) Resilient Environment and Natural Resources.

The NRIF implementation for each project emphasises robust "Monitoring and Evaluation (M&E)" that is result-based management, and focuses on tracking results and how the research grant project feed into the achievement of project goals. This is critically important to enable attainment of planned activities with specific indicators and outputs, and long-term impact and outcome of overall National NRIF funding at National Level. Therefore, while designing this M&E Quarterly report framework, NCST is cognisant that some activities and indicators may not be achieved in the first year of the project, but this M&E tool is designed as holistic tool that will be used throughout funding cycle for each project. Each quarterly disbursement of funds from NCST is based on investigators achievement of planned activities, delineated in the outputs for agreed upon indicators. The M&E data for every quarter serve as a tool for results-based planning of planned activities related to the utilized budgets. The data in the quarterly report will support decisions on project implementation and improvement. The information in the report will demonstrate accomplishments of agreed upon procedures and plans, contribute to better progress of the grant implementation, provide key achievements, challenges, lessons learnt and guide way forward for future project fund disbursement.

Each project report is expected to be submitted <u>not later than 15 days</u> after 3-months/ Quarterly Period for each reporting period. Reporting will be specified for each Grant based on initial disbursement of funds.

2. General Grant Information

Project Title:

Project Duration:

Reporting period: **Q₁** ☐ **Q₂** ☐ **Q₃** ☐ **Q₄** ☐

YEAR OF FUNDING: **Year 1** ☐ **Year 2** ☐ **Year 3** ☐ **Year 4** ☐

State TOTAL Funding received	RWF…………………	State the Funds already utilized at the reporting period	RWF……………………

Name of the Principal Investigator (PI): ………….. Email: ………   Tel: ………

Name of PI's Institution: …………………….

Names of Co-PI (s)/Institutions: ……………… Email: ………………Tel: …………………

Name of other Partners and their Institutions: …………………….

3. Project Objectives and Planned Activities for this Reporting Period:

In this section list: 1) specific objectives for the project; and 2) Activities planned for this specific reporting period.

3.1. Specific objectives (Add more objectives, if any)
1.
2.
3.
4.
5.

3.2. Major Activities outlined for this reporting period (Add more activities, if any)
1.
2.
3.
4.
5.

3.3. Describe planned activities that were not performed, and the justification (if any) (Max 250 words).

4. Data Collection (*if applicable*) (See Guidelines on pages 6-8):

This section of progress report includes information on description of data collected:

    4.1. Definition of data already collected **(Max 500 words).**

    4.2. Types of data collected **(Max 500 words).**

    4.3. Data collection achievement
    What proportion and percentage assessment of level of attainment comparing collected data with the initial target? (**Max 150 words**)

    4.4. Challenges
    Please outline and narrate challenges encountered while collecting the described data (**Max 150 words**)

5. Project Findings and Accomplishments (*Describe project Impact, if any)* (See Guidelines on pages 6-8):

    5.1 Describe indicators and outputs for Research Objective 1: (***Max 200 words***)

    5.2 Describe indicators and outputs for Research Objective 2: (***Max 200 words***)

    5.3 Describe indicators and outputs for Research Objective 3: (***Max 200 words***)

    5.4 Describe indicators and outputs for Research Objective 4 (if relevant): (***Max 200 words***)

    5.5 Describe indicators and outputs for Research Objective 5 (if relevant): ***Max 200 words***)

6. Achievements, Challenges and Lessons learnt (See Guidelines on pages 6-8):

    6.1 Describe Specific Achievements **not reported** in any other sections (***Max 200 words***)

    6.2 Describe Challenges experienced and how they were addressed (***Max 200 words***)

    6.3 Describe Lessons learnt in this reporting period (***Max 200 words***)

7. Research Findings Dissemination (See Guidelines on pages 6-8):

Describe dissemination of research findings in this project (**Max 200 words**)

8. Table on overall Quantitative Results Framework (<u>Please Complete only sections you have already done</u>) (See Guidelines on pages 6-8):

Proposed activity	Achievements	Means of verification
• Research attainment		
• Capacity building		
• Partnerships/ Collaborations		
• Mentoring		
• Gender perspectives		
• Visibility of the research Project		
• Conferences		
• Publications		
• Communication and Outreach		
• Technology development and transfer		
• Ethical and Social Considerations		
See Guidelines to completing the Table on Page 5 below		

9. Planned Activities for the next reporting period (Add more activities, if any)

    9.1.

    9.2.

    9.3.

    9.4.

    9.5.

10. Financial and budgetary reporting:

Public expenditure execution procedures require that all expenditures be adequately and fully supported by documents which are sequentially filed and properly referenced.

10.1.   Tables to be filled by the grantee

A: Overall picture on Budget status:

NO	TOTAL GRANT BUDGET (RWF)	RECEIVED AMOUNT (RWF)	FUNDS USED (RWF)	REMAINING AMOUNT (RWF)	REMARKS

B: Statement of Comparison of Original and actual budget at end of period

	TOTAL GRANT BUDGET/RWF A	USED BUDGET/RWF B	VARIANCE (A-B)	PERFORMANCE % (B/A)*100
1. **Grants from NCST** (Receipts)				
Total Receipts				
2. **Expenses on operating activities** (Expenditures)				
Total Expenditures				
Total Operating Balance				

Remarks:

The Grantee is expected by all means to provide support documents for all expenses/ transactions done.

A. Explanation on Variances

Explain the major variance observed above (Table B)

Guidelines to Completion of Progress Report

In section <u>4.1.</u> Definition of data already collected (Max 500 words).

This section provides an account with descriptive details of data that were collected for this project's topic. Details should include quantitative and/or qualitative data collected and timeframe when the reported data were collected. In addition, this section includes data collection method that were used as the core approach of data gathering for this reporting period. Please describe quantitative and qualitative <u>proportion</u> of the target measure of data collected and well-defined details of data in this section of the progress report.

In section <u>4.2.</u> Types of data collected (Max 500 words).

Please provide a description of types of data already collected. Types of data collected may be categorized as **one** or **more** of the following:

- *Observational data*: the report states if collection of data is done through survey, by human agent, or if it is done by using sensor or other instrument to monitor and record data.

- *Derived data*: the report describes different sources of existing data. Then it defines tools and ways used to transform existing data points in order to create new data.

- *Experimental data*: the report states if collection of data is done through intervention of the researcher who measures change in state of variable(s) when altered.

- *Simulation data*: the report describes operation of a real-world process that is imitated to generate data. It also talks about computer test models (*if any*) that is used to create the data.

In section 5. Project Findings and Accomplishments (*Describe project Impact, if any*)

This section provides an opportunity to the Principal Investigator (PI) and Co-Investigators (CO-PIs) to describe project results (preliminary and/or actual) based on planned activities, project objectives, indicators for specific planned outputs. It is expected that PI/CO-PIs utilize more quantitative data as well as qualitative data in reporting, and provide measurable indicators to justify achievements of results and output e.g. number of publications, MOUs/Agreements established between academic-industry as a result of project, describe type and quantity of technology/innovation development, proportion and forum of dissemination, measured change and impact if any for the project etc. **Please complete the following sections for all research project specific goals/objectives of the study:**

In section 6: Achievements, Challenges and Lessons learnt

This section highlights ***specific achievements not reported in any of the sections above***, as well as challenges encountered/experienced during project implementation in the ***specific quarter period*** of reporting. The section further provides an opportunity to report lessons learnt during the specific reporting period as means to accelerate and leapfrog project efforts to achieve overall planned activities in the next reporting period and/or overall project cycle.

In Section 8: Table on overall Quantitative Results Framework (<u>Please Complete only sections you have already done</u>):

GUIDELINES TO COMPLETE THE TABLE ON PAGE 4.

Research (*Max 250 words*)
- What has been achieved quantitatively through your research project? (Development of Protocols, methods, techniques, software, devices achieved as part of this project.)

Capacity building (*Max 250 words*)
- Have you through this research project established trainings of fellows, junior researchers, technicians, students?

Partnership/Cooperation (*Max 250 words*)
- Have you established collaborations (through MoUs with measurable agreements) with other research/universities institutions, industry /private sector nationally, regionally or internationally through this research project?
- Have you made a study visit to other national, regional or international research centers for knowledge sharing/expertise exchange and/or dissemination?

Mentoring (*Max 250 words*)
- Have you provided any mentorship? Mentoring fellows/junior investigators in data collection techniques, proposal writing; research project implementation; encouraging people to apply for research grants and other fellowships including early career fellowships, women fellowships, etc.?

Gender perspectives (*Max 200 words*)
- How has this project advanced and supported contributions of women and girls in research in collaboration with men as their colleagues and professionals to strengthen research career?

Visibility of the research (*Max 200 words*)
- How do you make your research activities visible? Through MEDIA/Twitter, Social media, Institute website etc.?
- Have you presented or shared information with stakeholders?

Conferences (*Max 100 words*)
- Have you organized or attended a scientific seminars/workshops (national, regional, international) through this research project?

Publications (*Max 150 words*)
- Have you published findings from this research project? Was it published as a peer reviewed article, as a poster, as an abstract?

Communication and outreach (*Max 200 words*)
- Was this project a community inclusive research? How have you reached the community through this research project?

Technology development and transfer (*Max 200 words*)
- Have you through this research project developed any technology? Who are the beneficiaries of the technology? What ways do you use for transferring the technology?

Ethical and social considerations (*Max 100 words*)
- Ethical and Social Considerations can be specified as one of the most important parts of the research. What were the ethical and social considerations in your research project?

In Section 10, Financial and budgetary reporting:

10.1. Objectives and Overview of Financial and Budget Report:

✓ Grantees are required to submit regular reports on progress and achievements to NCST and payments are generally tied to the reports.

✓ Financial and Budget reporting have to be supported by Financial M&E findings and based on the submitted financial and agreed budget proposal by the grantee.

✓ Every transaction recorded should be properly kept in a physical file and be fully supported by necessary documents detailing their utilization and must be safely kept for future references and this will allow a better reporting.

✓ Financial reports must be reconciled with the underlying accounting records. The Recipient must prepare and keep these reconciliations.

✓ This will allow the NCST to check that the funds have been used in accordance with the objectives, activities and budget agreed in the Contract.

Thank you!