**Extension Grant Form 2 (Nov 2017)**

# **OFFICE OF EXTENSION COORDINATION**

# **OFFICE OF THE VICE CHANCELLOR FOR**

### RESEARCH AND DEVELOPMENT

# **University of the Philippines Diliman**

# *Lower Ground Floor PHIVOLCS Bldg., C.P. Garcia Ave., UP Diliman, Quezon City*

*Tel 981-8500 voip 2621; Email: oec.updiliman@up.edu.ph*

**Date Accomplished: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_**

 day month year

**Academic Year: \_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_**

(for which Extension Grant is awarded)

**PROGRESS / FINAL REPORT**

**UP Diliman Extension Grant**

**Instructions:**

1. Please submit hard and electronic copies of progress and final reports certified by the Dean/Head of unit.
2. Submit electronic copy of report/s in PDF file to oec.updiliman@up.edu.ph and one original hard copy to Office of Extension Coordination at the OVCRD.
3. Only reports with the signed endorsement of Dean/Unit Head will be accepted.

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| **I. FACULTY INFORMATION**

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| **a. Name:**  |  |

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| **b. College/ Unit:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Inst./ Dept./ Div.:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **II. EXTENSION PROJECT INFORMATION**

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| **Report Type:\_\_\_** |  |  1 Progress Report |  2 Final Report  | **Reporting Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **c. Project Title:**  |  | **d. Project No.\_\_\_\_\_\_** |

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| **e. Date Started:**  |  | **f. Date of Expected Completion:** |  |

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| **g. Expected Outputs:** |  |  | **h. Percent of Work Accomplished:**  |  | % |
| 1 – Training modules or manual developed3 – Full paper in conference/ symposium/ colloquium  proceedings5 – Software or computer program developed from the proj. | 2 – Full proceedings / documentation of the extension project4 – Proof of exhibition or equivalent in visual and/or performing arts6 – Full paper submitted to a reputable peer-reviewed journal and  letter of receipt of acknowledgement |
| 7 – Others, please specify:  |

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| **III. INFORMATION ON COLLABORATING ORGANIZATIONS** (if applicable)

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| --- | --- |
| **Full Name of Collaborating Institution** | **Nature of Collaboration** (e.g., funding, co-implementer, client/partner, etc) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **IV. KEY ACCOMPLISHMENTS****DISCUSSION OF PROJECT ACTIVITIES ACCOMPLISHED, SIGNIFICANT RESULTS/OUTCOMES, ISSUES ENCOUNTERED, LESSONS LEARNED, FUTURE DIRECTIONS/RECOMMENDATIONS** (You may enclose together with this form the latest report submitted to the funding/collaborating institution)1. Describe actual activities undertaken compared to the project objective/s.
2. Discuss significant results and/or outcomes.
3. Cite key issues encountered and how these were addressed. Include activities not accomplished, if any, and the reasons why these were not done.
4. Discuss lessons learned, recommendations, and future direction/s.
5. Provide hard copy of proof of extension work output, whichever is applicable.
6. Include pictures, feature/online articles about the extension project.
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*Note: All proof of output submitted to the OVCRD shall be subjected to verification.*

**CERTIFICATION:**

I certify that all information /data in this report are true to the best of my knowledge. I further certify that I have no overdue accountabilities for OVCRD-funded and/or managed projects.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Signature of Extension Grantee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date submitted |  |

**ENDORSEMENTS:**

I certify that I have reviewed this Extension Grant [Progress/Final] Report entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Signature of Dept. Chair/Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Signature of Dean of College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |