**Procedure for continuing citrus research proposals**

**Progress report/proposals and terminations**

Progress report/proposal

These progress reports will not be published in the CRI Group Annual Research Report and will be used by Programme coordinators, Portfolio Managers and the Research Portfolio Committee to vet research quality, progress and continuation. The reporting part of these documents will follow the format used for final reports with the Objectives listed below the introduction. However, details in the materials and methods need not be of publication standard and referencing is not critical. Any results obtained to date should be included, even if statistical analysis is not yet complete. Following the report section will be the quarterly milestones for the next financial year, the research status and the budget table showing the expected costs for the coming financial year. (This table should come from the summary table generated from the Excel cost master for CRI researchers.)

Progress report/termination

Projects that will be completed with existing funds after the deadline for final reports, require a progress report without a budget table. These will be included with the proposals being vetted by the research programme committee.

**Template**

**PROGRESS REPORT/PROPOSALS**

This combines a progress report plus parts of a proposal for use with continuing research. The format is as follows.

**PROGRESS REPORT/PROPOSAL: Project title**

Project number (start date - end date) by Responsible researcher(s), (Institution)

*Example:*

**PROGRESS REPORT/PROPOSAL: Investigation of the potential for the development of a locally produced mating disruption system for FCM**

Project 1035 (2021/22 – 2024/25) by S D Moore and W Kirkman (CRI)

**Summary + Opsomming**

Summaries can be the same as those used in the CRI Group annual research report unless they require updating. They should be in both English and Afrikaans and not longer than 300 words each.

**Introduction**

The introduction can be concise with only critical literature being cited but the objectives must be justified.

**Objectives**

As given in the research proposal.

**Materials and methods**

Based on the stated objectives and milestones, provide a concise description of the materials and methods; without the details required for publication.

**Results and discussion**

Task table

* Complete a task table with achievements for each milestone.

|  |  |
| --- | --- |
| **Objective / Milestone** | **Achievement** |
| A. [1st stated objective] |  |
| A.1. [1st milestone of Objective A] | [**Brief** sentence stating achievement, highlights, and/or reasons for not reaching proposed milestone. More expansive report below] |
| A.2. |  |
| A…. |  |
| B. [2nd stated objective] |  |
| B.1. |  |
| B.2. |  |
|  |  |

* Based on the stated objectives, provide available results, including data tables, even if statistical analysis is not complete. Discussion can be limited to a few comments if the work is not finished.

**Conclusion to date**

Brief conclusion on results to date.

**Technology transfer**

Information on grower talks and presentations at conferences where data from CRI-funded research were presented.

**Further objectives and work plan**

State the objectives and briefly outline the work planned for this experiment during the next report period according to quarterly milestones.

Quarterly milestones for Apr-Jun, Jul-Sep, Oct-Dec 2024 and Jan-Mar 2025

Apr-Jun: Objective A, B etc: List milestones that can be referred to in Quarterly Reports

Jul-Sep: Objective A, B etc:List milestones that can be referred to in Quarterly Reports

Oct-Dec: Objective A, B etc:List milestones that can be referred to in Quarterly Reports

Jan-Mar: Objective A, B etc:List milestones that can be referred to in Quarterly Reports

* *If changes to the original workplan or extension of the research period are proposed:* Give the proposed objectives, workplan and/or Materials + methods for continuation*.*

**References cited**

Please note that the references cited should only be those critical ones cited in the text.

**Research status**

**Year first funded:** 2021/22 **First projected end date:** 2024/5

**Year of funding in 2024/5:** 4 **New end date:**

[Budget table below pasted from Excel. If you are not using the CRI cost master, please follow the same format and ensure that the totals at the bottom of the table are correct. Please also replace Collaborator 1 or 2 with the names of the universities]

|  |  |
| --- | --- |
| **Project Name** | **0** |
| **Code** | **0** |  |  |  |  |  |  |  |  |  |   |
| **Responsible** | **0** |  |  |  |  |  |  |  |  |  |   |
|   |  | **2022/23** | **Total 23/24** | Collaborator (1) 2023/24 | Collaborator (2) 2023/24 | CRI 23/24 | **Total 24/25** | Collaborator (1) 2024/25 | Collaborator (2) 2024/25 | CRI 24/25 |   |
|   |  |  |  |  |  |  |  |  |  |  |   |
|   | **Travel** |  |  |  |  |  |  |  |  |  |   |
|   | Vehicle use R4.30/KM(23/24) |  |  |  |  |  |  |  |  |  |   |
|   | Car rental |  |  |  |  |  |  |  |  |  |   |
|   | Air |  |  |  |  |  |  |  |  |  |   |
|   | S&T other |  |  |  |  |  |  |  |  |  |   |
|   | Accommodation |  |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |  |  |   |
|   | **Expenses** |  |  |  |  |  |  |  |  |  |   |
|   | Consumables |  |  |  |  |  |  |  |  |  |   |
|   | Equipment |  |  |  |  |  |  |  |  |  |   |
|   | Lab Analysis or External services |  |  |  |  |  |  |  |  |  |   |
|   | Outsourced Labour/Casuals |  |  |  |  |  |  |  |  |  |   |
|   | Other |  |  |  |  |  |  |  |  |  |   |
|   | Other details 1 |  |  |  |  |  |  |  |  |  |   |
|   | Other details 2 |  |  |  |  |  |  |  |  |  |   |
|   | Other details 3 |  |  |  |  |  |  |  |  |  |   |
|   | **Total T&E** |  |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |  |  |   |
|   | Assistant Labour |  |  |  |  |  |  |  |  |  |   |
|   | Technician Labour |  |  |  |  |  |  |  |  |  |   |
|   | Research Labour |  |  |  |  |  |  |  |  |  |   |
|   | Total Labour |  |  |  |  |  |  |  |  |  |   |
|   | **Sub-Total with Labour** |  |  |  |  |  |  |  |  |  |   |
|   | Bursary or student cost |  |  |  |  |  |  |  |  |  |   |
|   | University levy |  |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |  |  |   |
|  | **Total Research Cost** |  |  |  |  |  |  |  |  |  |  |
|   | Bursary funds required from CRI |  |  |  |  |  |  |  |  |  |   |
|   | Collaborator funds req from CRI |  |  |  |  |  |  |  |  |  |   |
|   | Funds for CRI T&E internal costs |  |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |   |   |   |

**PROGRESS REPORT/TERMINATION**

Research that has been terminated in the year prior to the budget year and has been written up as a final report does not require further documentation.

However, research that will only be completed after the deadline for final reports requires a progress report in the same format as the Progress report/proposal above but without the further objectives, work plan and budget table. This will go to the portfolio research committee with the Progress report/proposals and new proposals. A final report must then be included in the following year’s annual research report.

T G Grout 6 July 2022