***Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- | --- |
| **Project/Study Title** | **Activities Conducted** | **Date Conducted** | **Outputs** | **Faculty/Staff Involved** | **Remarks** |
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1. *Other Research Related Activities (not in Work Plan)*
2. Non Conformances/Issues and Concerns in the Accomplishment of Research Activity
3. Recommendations to address the non-conformances/issues & challenges/opportunities for improvement for the accomplishment of research, \_\_\_\_\_\_\_ with additional sheet, \_\_ pages

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute Research Coordinator

Reviewed and Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute Dean