

RED MEAT RESEARCH AND DEVELOPMENT SA PROJECT COMMITTEE (RMRD SA-PC)

PROGRESS REPORT - GUIDE TO AUTHORS

GENERAL INFORMATION

- Refer to this guide for the correct completion of each section of the Progress Report.
- Please note that if the Progress Report is completed incorrectly, it could be rejected and re-submission will then be required.
- Complete all sections in the Progress Report.
- If any substantial changes are inevitable to the Project Protocol which was submitted before the commencement of the project, an Addendum to the Agreement, with motivation, needs to be signed by all parties and submitted to the RMRD-SA.

THE RMRD-SA APPLICATION PROCESS

Refer to Figure 1 for a summarized flow diagram of the process for research projects approved for RMRD-SA funding.

1. **Call for proposals** is send out by RMRD-SA
 - a. Includes a *Project Proposal template*
2. **The Project Proposal** is completed by the researcher and submitted to RMRD-SA
 - a. RMRD-SA Subject Working Groups appoint priority of research for industry
 - b. Proposals with high priority are send a *Project Protocol template, Project Protocol Guide to authors, Agreement template* and *Progress Report template*
3. **The Project Protocol** is completed by the researcher and submitted to RMRD-SA.
4. A **signed Agreement** is drawn up between RMRD-SA and the research institution upon approval of the Project Protocol
5. Funding for 1st year of research is released and research commences
6. An annual **Progress Report** is submitted to RMRD-SA (1st year)
 - a. A RMRD-SA Subject Working Group evaluates Progress Report, and upon approval funding for 2nd year of research is released
7. An annual **Progress Report** is submitted to RMRD-SA (2nd year)
 - a. A RMRD-SA Subject Working Group evaluates Progress Report, and upon approval 80 % of the funding for the 3rd year of research is released
8. **Final Project Report** submitted to RMRD-SA (3rd year)
9. Submission of **popular article**

- a. A RMRD-SA Subject Working Group evaluates Final Report and popular article, and upon approval the final 20 % of funding is released and the contract is completed.

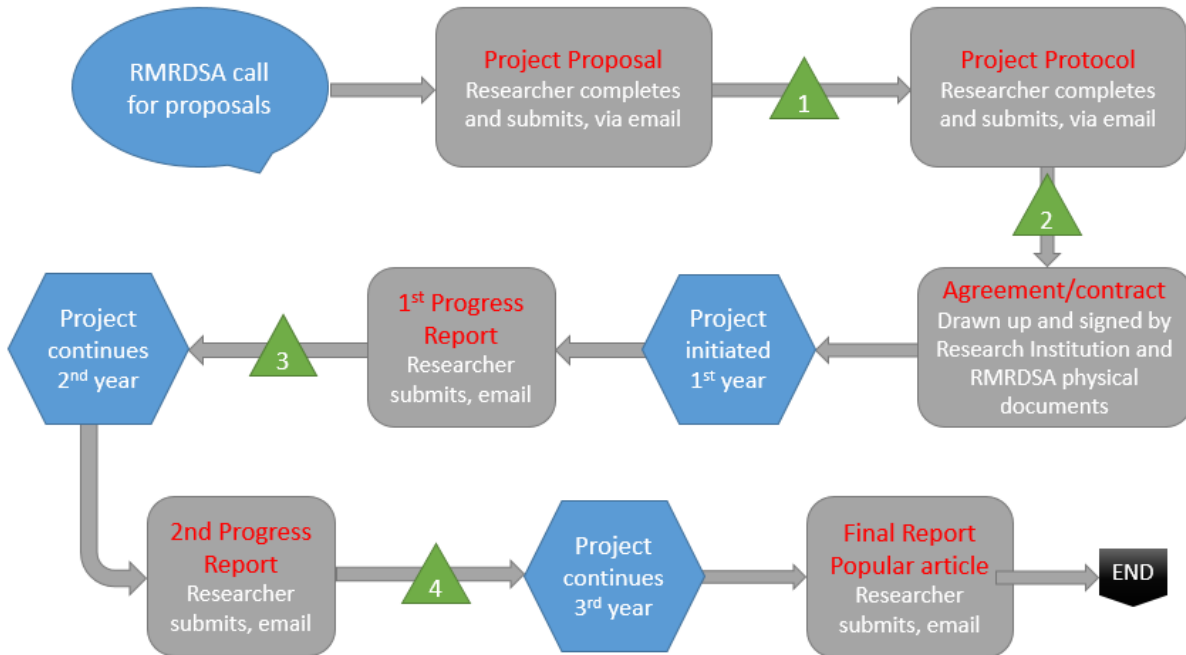


Figure 1: Flow diagram of process of research projects approved for RMRD-SA funding

FUNDING RELEASED BY RMRD-SA

- 1st year of funding: The 1st instalment will be released once the **Protocol** is approved and an **Agreement** is signed.
- 2nd year of funding: The 2nd instalment will be released once the **Progress Report** from the previous year has been received and approved.
- 3rd year of funding: The 3rd instalment, minus 20%, will be released once the Progress Report of the previous year has been received and approved. The remaining 20% will be released when the **Final Project Report** plus a **popular article** has been received and approved.

COMPLETING THE PROGRESS REPORT

1. IDENTIFICATION

Please note that this section duplicates the information which was provided in the project protocol. If the project has undergone no changes, section 1. IDENTIFICATION can be copied from the approved Project Protocol, with the exception of point 1.11 DATE OF SUBMISSION OF PROGRESS REPORT.

1.1. PROJECT NUMBER

Category (C,S,P)	Year proposal submitted	Priority (H,M,L)	Focus area (C1–C7, P1–P7)	Unique Number
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This number was provided to you once your project was submitted to the RMRD SA for consideration of funding. Use this specific project number as main identification on all correspondence with the RMRD SA.

1.1. FULL TITLE OF PROJECT

The title should preferably be a maximum 16 words. It must include the name(s) of the animal species and/or products concerned. No abbreviations are allowed.

1.2. SHORT TITLE OF PROJECT

The short title should be a maximum of 6 words. The short title is used for future administrative purposes. In correspondence this title will be used and should not be changed throughout the duration of the project.

1.3. PLANNING COMMITTEE

Tick under which Planning Committee the research project falls. Both can be selected in cases if the research is applicable to both the Cattle and Small-stock, and the Pork Planning Committees.

1.4. FOCUS AREA

Select the appropriate focus areas under the applicable Planning Committees.

1.5. COMPONENT NUMBER, OUTCOME AND PRIOTITY

Please refer to the Research and Development Plan of the specific Planning Committee. Only indicate the component number, outcome number and the priority (A, B, C or D) as listed in the Research and Development Plan.

1.6. RESPONSIBLE RESEARCHER

Please indicate title, full names, surname and highest qualification of the responsible researcher for this research project. All correspondence will be directed to this person. If an alternative responsible researcher is appointed, the RMRD-SA needs to be informed in writing.

1.7. ALTERNATIVE RESPONSIBLE RESEARCHER

An alternative responsible researcher needs to be identified in the case where the project leader is a student, or not registered by a professional council.

1.8. RESEARCH INSTITUTION (S)

Please list the University name, Faculty and Department or Council, Institute and Division, or other of the responsible researcher. If other research institutions are also involved, please identify these as well.

1.9. ADDRESS AND CONTACT DETAILS OF RESPONSIBLE RESEARCHER

Indicate contact details to which future correspondence will be made.

1.10. REGISTRATION WITH PROFESSIONAL COUNCIL

Indicate researcher name, full name of the relevant professional council as well as the researchers' registration number. Relevant professional councils include, but are not limited to, the South African Veterinary Council and the South African Council for Natural Scientific Professions.

1.11. DATE OF SUBMISSION OF PROGRESS REPORT

Insert date when progress report was submitted to RMRD SA.

1.12. DATE OF COMMENCEMENT OF PROJECT

Insert actual date when research project commenced.

1.13. DURATION OF PROJECT

Tick if the project duration is one, two or three years. Select only one.

2. PERSONNEL

2.1 OTHER CURRENT TEAM MEMBER(S) (Title, initials, surname, highest qualification)

This can be copied from the approved Project Protocol if no changes were made.
Indicate all the team members who were involved in the research in the past year. Include the name of the responsible researcher. Indicate title, initials, surname and highest qualification.

3. AIM(S) OF THE PROJECT

This can be copied from the approved Project Protocol if no changes were made.
Projects funded by the RMRD-SA run over a maximum period of three years. Please indicate the aims of the research for these three years. A maximum of one sentence per aim is allowed (concise sentencing preferred). The aims should encompass the ultimate aim of the research project.

4. TIME SCHEDULE

Complete 4.1 as indicated in the Project Protocol. If this has changed, please complete 4.2.

5. ALL EXTERNAL FUNDS OBTAINED IN PREVIOUS YEAR (From various funders)

Indicate the amount of funds from all external sources, including RMRDT, Thrip as well as all other external sources. Indicate the amounts which were approved, the amounts used. Indicate in the remarks section additional comments on funds not used, e.g. *roll-over to next year*.

6. OUTPUTS AND OTHER CRITERIA EVALUATION (ATTACH AS ADDENDUMS)

Indicate if each of the outputs has been achieved for the project thus far. Indicate YES/ NO, and indicate how many of each in the NUMBER column. It is also compulsory to attach each of these outputs as an Addendum.

7. PROGRESS SUMMARY

Summarise the progress of the current research project in approximately 500 words.

8. CONCISE RESEARCHER REMARKS

8.1. PROGRESS OF RESEARCH PROJECT IN TERMS OF PROJECT AIMS

In one complete, yet concise paragraph (approximately 500 words), compare the progress of the research project in terms of the stated research aims indicated in point 3.

8.2. CONSTRAINTS

Provide the details of all the constraints experienced during the past year. Give a short description of each constraint (one sentence). Indicate if this constraint is manageable, how it affects the aims of the project as well as the effect on the time schedule of the project.

In the template, space is provided for two constraints. Copy and paste a clean table to complete if the project experienced more than two constraints.

8.3. CHANGES IN PROJECT PROTOCOL FOR NEXT YEAR

Complete this section in the event that the project protocol will change from that indicated in the original project protocol. If not applicable, leave open or write N/A.

8.4. SIGNIFICANT FINDINGS IN PRACTICAL AND LAYMAN'S terms

Indicate the findings of the research project thus far (1-2 complete yet concise sentences).