**R1\_Annual Progress Report***(for multiyear projects only)*

**Report for the period ending**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Basic Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Name of Institution**: | |  | | | |
|  | | | | | |
| 1. **Proposal Title**: | |  | | | |
|  | | | | | |
| 1. **Full Project Duration (***month/year)***:**  *(Project cycle: July 1 to June 30 of the following year, from the project’s beginning date to the expected end date)*   **From** **To** | | | | | |
|  | | | | | |
| 1. **Progress report submitting for**   the 1st year (Fiscal Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)    the 2nd year (Fiscal Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Other *(please specify:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | |
|  | | | | | |
| 1. **Amount awarded in this report period *(in USD****)*: | | | |  | |
|  | | | | | |
| 1. **Project Leader(s)** *(please insert rows for more project leaders if necessary)* | | | | | |
|  | Name & Position | | Department / Unit | | Email |
| a. |  | |  | |  |
| b. |  | |  | |  |
|  | | | | | |
| 1. **Progress report prepared by** | | | | | |
| Name & Position | | | Department / Unit | | Email |
|  | | |  | |  |
|  | | | | | |
| 1. **Contact Person(s)** *(if different from the above)* | | | | | |
| Name & Position | | | Department / Unit | | Email |
|  | | |  | |  |

1. **Report on Project Progress**
2. **Objectives as per original application** *(please insert rows for more objectives)*

i.

ii.

iii.

….

1. **Please list all project activities *(dates, venues, about 50-word description)* funded by the United Board**
2. **Impact on enhancement of institutional mission on whole person education**

*What have the institution, faculty, students or the larger community learned? In what ways have the institutional structures or cultures, curriculum, or pedagogical practices been affected?*

*Please also identify the number of people in each category who benefited from the project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Faculty:** | **Students:** | **Community:** |
| **Description** | e.g. departments/units/institutions | e.g. departments/units/institutions | from where & who |

1. **What are the greatest challenges met so far and solutions derived?**

**13. Has there been any anticipated delay in the project’s progress? If so, what is the plan to address it?**

1. **Progress Financial Report**   
   *The report should align with the approved budget. Exchange rate should be indicated.*

*Please refer to the template for financial progress report (R2), and submit with the narrative report by the deadline.*

*For details, please refer to “Project Grants Application Guidelines” (PG\_AG), point 3: “Budgeting.”*

1. **Work plans and budget for the new fiscal year**

**Work Plan for [new fiscal year** *(please indicate clearly, e.g., 2020-2021)***]:**

*Please list all activities planned for the new year with date, venue, number of participants expected, and the nature of each activity. Indicate any changes from the original proposal and why.*

**Updated Budget for [new fiscal year** *(please indicate clearly, e.g., 2020-2021)****]*:**

*The budget should align with the original proposal and the work plan above. Please use the budget template worksheet (A2) and indicate any change from the original proposal and why.*