

## **Final Report**

### **MAJOR POINTS TO BE INCLUDED IN A PROJECT FINAL REPORT**

In preparing the Final report of a research project, the Principal Investigators are required to adhere to the following guidelines to facilitate an objective evaluation of research, and in expediting the refereeing process for the submitted report:

A *Project's Final Report* must necessarily include the following elements:

#### **A FRONT Page**

- a. Title of Project
- b. Grant No. (the assigned Project Code)
- c. Name(s) of Research Team
- d. Total Budget of Project, as well as Supplementary Budget taken (if any).
- e. Project's Starting and Ending Dates, including Extension(s) taken (if any)
- f. Project's Research Productivity in terms of:
  - Paper(s) submitted
  - Paper(s) Accepted
  - Paper(s) Published

#### **B. INSIDE Pages**

- A general **introduction** including the project's concept, objective(s) and budget categories.
- A summarized view of previous year(s) research achievements.
- Results obtained, and the extent of adherence to the proposed research methodology. In case of major modifications in any of the main items of the original proposal, valid justifications and reasons should be given.
- Report should include accomplishment of all objectives of research, specifying the scientific importance of research findings, including the published and/or accepted articles, and the name(s) of journals in which the research is published. Also, articles submitted or under-preparation, as well as results presented and discussed in international symposia and meetings should be included in the report. Overall, this information is vital in appropriately reflecting on the completed project's scientific output.
- The final report may highlight the significance and application of results obtained to Kuwait and the Gulf Countries. In addition, the report should specify as to how critical is the need for carrying forward the research in the project's specific field of study.

#### **C. LAST Page**

1. It is mandatory to **ACKNOWLEDGE** Kuwait University Research Administration's Support in granting the project, and facilitating research implementation.
2. **KU Research Administration Grant No.** should also be duly acknowledged in all Research Papers/Publications generated from the project.

*(Please Note: An incomplete Report will be RETURNED for completion)*