



SUBMISSION OF FIRST/SECOND ANNUAL TECHNICAL REPORT TO PAKISTAN SCIENCE FOUNDATION

The First / Second Annual Technical Reports are to be prepared as per guidelines given below:

1. **TITLE PAGE:** The following information be tabulated on the title page:

FIRST/SECOND ANNUAL TECHNICAL REPORT

Project Title:

Conducted under Pakistan Science Foundation Grant No./Project No.

Name of Principal Investigator:

Name of Research Associate:

Name of Institution:

2. **SUMMARY:** A clear and concise statement in non technical language, including an explanation of the research problem and results achieved during the report period be given on a separate page.
3. **DETAILED REPORT:-** This section of the report should be prepared in a style similar to scientific papers for publication, except that it should contain more substantiating data and other details than would normally be used in such a publication. The detailed report should consist of the following:
 - (i) **Project Title:** Full Title of the Project be given.
 - (ii) **Report Period:** The Period of Ist/2nd Project year, be indicated.
 - (iii) **Introduction:-** It should contain a concise statement of the problem, brief summary of previous knowledge in the field of research and specific objective(s) to be achieved under the project.
 - (iv) **Experimental Procedures:-** The procedure/methodology used for research work during the report period be described. There is no need to give every individual experiment or the routine techniques where identification by name or reference would be sufficient. If new procedures have been developed, old procedures modified or unusual measurements or calculations made, these should be described with sufficient details to enable other trained scientists to conduct similar

operations. In case a new or modified equipment has been developed, its detailed description, preferably with drawings, should be included.

- (v) **Results:-** The accomplishments made during the report period, towards the achievement of project objectives, be described alongwith pertinent data.
- (vi) **Discussion:-** An incisive discussion on interpretation and significance of data obtained and its comparison with the derived information from the available data alongwith difficult phases in the experimentation, if any, be given.
- (vii) **Conclusions:-** A brief statement of one or two paragraphs, describing the conclusions drawn from the data collected/results achieved, be given.
- (viii) **Future Plan of Work:-** A brief outline of the research to be undertaken and the approach to be used for achieving the project objectives during the next year be given.
- (ix) **Publications:-** State if the project results so far achieved are publishable/submitted for publication during the report period. If so, the details thereof be given.
- (x) **Graduate Degrees:-** Indicate whether the research staff under this project is registered for M.Phil./Ph. D. degrees. If so, the topic of their thesis alongwith copy of their Registration Certificate be provided.
- (xi) **List of Scientists:** Scientists and other personnel who have been actively involved in this project alongwith percentage of their time devoted during the report period be listed here.
- (xii) **Bibliography:** List of literature references relevant to the project be provided.
- (xiii) **Table of Contents:** The report should contain table of contents alongwith page numbers.

NOTE:

1. **Report Size:** Report be prepared on 8 ½ x 11 ¾ size paper and typed recto-verso in 1 ½ space.
2. **Copies Required:** Twelve (12) copies of annual report are to be submitted to the Foundation.
3. **Endorsement:** At least one copy of Ist / 2nd Annual Report should be sent though proper channel.