



B A S I S

Annual Activity Report Guidelines

Reporting Period: 1 October – 30 September

Reports due to basis@ucdavis.edu: **31 August**

Your annual activity report should describe technical, scientific, managerial, and fiscal information for your specific project(s). The report will compare and contrast the year's planned activities and those actually accomplished. Please use the outline below to compile your report.

- I. RESEARCH PROJECT: State project title.
- II. COLLABORATING INSTITUTIONS AND RESEARCHERS: List collaborating institutions, and researchers' first and last names and job titles. When there is more than one researcher at an institution, list the institution followed by the individuals in alphabetical order by last name.
- III. PROJECT DATES: Specify project-inclusive beginning and end dates.
- IV. SUPPORT: Indicate the source(s) of support for your work, as well as the levels of support.
- V. DISCUSSION OF ANNUAL ACTIVITIES: (Compared to work plan)
 - a. Specific activities undertaken and related accomplishments.
 - b. Additional activities not anticipated in work plan.
 - c. Review of problems or issues that arose in the past year.
 - i. Identify and describe the issue (research, administrative, financial, regulatory...)
 - ii. Describe how the issue was resolved (or how you intend to resolve it)
 - d. Clear description of progress towards all benchmarks, including quantifiable measures as much as possible.
- VI. COLLABORATION WITH OTHER PROJECTS; PARTNERSHIPS: Please indicate any networking, sharing of data or resources with projects funded by other entities. If you have developed any new partnerships or implementation partners, please list and briefly describe the nature of the partnership. If you have terminated any of the

project's partnerships since last reporting, please list and briefly describe the reason for termination of the partnership.

- VII. **OUTPUTS:** Please list all outputs from the past year (please see BASIS AMA CRSP Policy on Outputs for reporting and submission requirements, available on our website). Please include pertinent information including dates, number of pages, location, and attendees (as applicable). As appropriate, please attach relevant outputs to emailed submission of the annual activity report.
 - a. BASIS AMA CRSP Publications: Series submissions
 - b. Other Print Outputs: including books, chapters, dissertations, journal articles, workshop presentations, trip reports and proposals
 - c. Non-Print Outputs: including databases, training activities, conferences attended, networking activities, videos, and photos
- VIII. **KEY FINDINGS & RESULTS:** It is imperative the BASIS AMA CRSP research findings and results be reported in annual activity reports. This information will be highlighted in the annual report, and is the most heavily used source of information for USAID. We ask for clear findings and results presented in a concise manner, quantified to the greatest degree possible.
- IX. **CAPACITY BUILDING:** Provide a brief summary of accomplishments in capacity building (include student training, partner training, etc.). For each student, a Student Training Report should be submitted with the annual report. For each workshop conducted over the last year, a corresponding workshop report should also be submitted if it has not been done already.
- X. **PHOTOS, ILLUSTRATIONS, OR OTHER GRAPHICS:** Each project is requested to submit three publishable photos or other illustrations for use in the BASIS annual report and web site. Please submit photos or other graphics digitally via basis@ucdavis.edu as an attachment to your annual report submission. Include an informative caption that identifies the individuals by name and the location. Illustrations such as GIS maps or newspaper articles are also welcome. Please provide the photographer's name or the source of the illustration for purposes of citation.
- XI. **OTHER:** Please include any other information of note that BASIS should be aware not covered elsewhere in the report.

Please also complete and submit the spreadsheet for USAID Indicators (required), as well as all relevant Student Training Reports, Workshop Reports and Travel Reports (as appropriate). Templates for these reports are available online at basis.ucdavis.edu.

Please submit via email to BASIS AMA CRSP.
If you have any questions, please feel free to contact us at (530) 752-7252 or
basis@ucdavis.edu.