

**NATIONAL COUNCIL FOR TERTIARY EDUCATION (NCTE)  
TEACHING AND LEARNING INNOVATION FUND (TALIF)**

**PROGRESS REPORT FORMAT**

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**1. Background**

- I. Project Name/ Title:-----
- II. Proposal Number: -----
- III. Institution(s):-----
- IV. Date of Award: -----
- V. Funding Window:-----
- VI. Main Contact Person: -----
- VII. Contact Address: Postal-----

E-Mail:-----

Tel: Office:-----

Cellular:-----

- VIII. Reporting Period: From:----- To:-----
- IX. Date of this report: -----

**2. State the Performance Goal of the Project**

**3. List the specific milestone(s) the Project was expected to achieve during the reporting period**

**4. Describe activities that were undertaken during the reporting period**

**5(i) Did any problems arise? If yes, how were they dealt with?**

**5 (ii) What effect(s) did the problems have on project implementation?**

**6. Provide evidence of achievement of project milestones during the period**

**7. Please explain how the results have influenced teaching/ learning/ management of activities in your Department/ School/ Faculty/ Cost Centre**

**8. Briefly describe activities planned for the next reporting period**

**Signature of Main Contact Person-----Date-----**

**9. Comments of the Chairman of the Proposal Review Committee**

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**Name and Signature** of Chairman  
of the Proposal Review Committee

Date .....