

THE MCKNIGHT FOUNDATION

[Instructions](#) | [French & Spanish Translations](#) | [Questions?](#) | [Logout](#)[Collaborative Crop Research Program Report - ER](#) | [Attachments](#) | [Review My Requirement](#)[Save & Finish Later](#)[Next](#)**Collaborative Crop Research Program Report - ER**[Field Version](#)[Email Draft](#)

* *Required before final submission*

Tip: To take a break and/or save your work, select "Save & Finish Later." To navigate throughout this form, select the section name above or the "Next" button.

McKnight Foundation staff will not be able to see your in-progress CCRP report until after you click the final submit button.

* PLEASE NOTE: ALL FIELDS MUST BE FILLED OUT IN ENGLISH *

GRANT INFORMATION

Legal Name of Organization

Grant Number

Purpose of Grant

Grant Amount

Grant Duration (in months)

The Principal Collaborator of the project should prepare an annual scientific progress report which covers work conducted among all partners/collaborating institutions. The Principal Collaborator will prepare a consolidated narrative report and applicable attachments, covering the work of all partners for the following four questions.

GEO-SPATIAL INFORMATION

For all African CoP grantees, log into the [TerraGIS platform](#) with username = ccrp and password = Mangodown. Update your CCRP project locations in TerraGIS, and then return to this report and select yes from the dropdown menu below.

Note: More detailed instructions about the GIS platform can be found [here](#).

<None>

For all Andes CoP grantees, please cut and paste into the text box below the URLs (web addresses) for your most current **AGOL** maps, including your project locations and any geographic analysis that you have done this year.

* Summarize your progress toward the project goal and objectives.



Word count 0 of 500

Briefly list the main research and/or evaluation results within the last year, if any, accompanied by the research or evaluation question or objective to which it corresponds. (More detail should be provided in your Project Progress & Results report that you will submit on the Attachments page of this report.)



Word count 0 of 500

* How have the project team, individuals, or involved organizations changed due to new knowledge/capacity gained, lessons learned, and/or challenges experienced in the past year?



Word count 0 of 500

BUDGET & FINANCIAL REPORT NARRATIVE

* Describe the reason for any budget variances of more than 10% (under- or over-spending) as reported in your financial report. How did/will these variances change project plans? Describe any adjustments for the upcoming period. (Please note that significant budget variances, such as a major change in project objectives or any planned variance greater than US\$10,000, must be discussed in advance with your CCRP Regional Team and/or McKnight Foundation staff.)



Word count 0 of 250

* Discuss how you addressed both anticipated and unanticipated financial challenges in the course of the reporting period.



Word count 0 of 250

* If there are funds remaining, describe how these funds will be spent in the upcoming reporting period.



Word count 0 of 250

Please complete the additional requirements using the dropdown menu in the Attachments section of this report form.

Save & Finish Later

Next

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To complete your report, you must use the dropdown menu below to attach all of the required documents. We do not accept materials submitted via mail or email.

All financial documents must be in U.S. dollars and will be considered incomplete if submitted in any other currency.

The first four report documents should be submitted in English.

- * 1. Financial Report *(A customized budget and financial report template for you to complete and attach will be emailed to you directly from kvang@mcknight.org.)* MUST BE IN ENGLISH AND US DOLLARS
- * 2. Statement of Compliance MUST BE IN ENGLISH ([McKnight template](#))
- * 3. Capital Equipment Report (if applicable) MUST BE IN ENGLISH AND US DOLLARS ([McKnight template](#))
- * 4. Project Workplan *Attach an updated, detailed workplan for the coming year, using the same format you used in your proposal or previous report.* MUST BE IN ENGLISH ([Optional McKnight template](#))
- * 5. Project Progress & Results (10 pages or fewer) *Briefly summarize the progress that the project is making. In greater depth, present one or more of the project's key public goods (i.e. publication, protocol, training manual, video, etc.) that appropriately represents the objectives of the research.* ([McKnight Template](#))
- * 6. Public Goods, Capacity Strengthening, and Students *Using the provided template, record the following: 1) Most recent project-related citations of publications and communications, 2) Project-related capacity strengthening activities, including non-degree training, workshops, dissemination of written materials, etc., and 3) Formal training of undergraduate and graduate-level students associated with the project.* ([McKnight template](#))
- * 7. Project Theory of Change *Attach a revised copy of your project Theory of Change.*
- * 8. Monitoring & Evaluation Plan *Attach a revised and updated copy of your Monitoring & Evaluation plan.*
- * 9. Project Research Quality Self-Assessment ([McKnight template](#))
- * 10. Confidential Materials (optional) *Information that you wish to share only with the Foundation should be included in this attachment.*
- * 11. Electronic Funds Transfer Information (optional) *Only include if your banking information has changed since your last grant payment. For banks located outside of the U.S., use form ([McKnight template](#)); for banks located inside the U.S., use form ([McKnight template](#)).*

UPLOAD INSTRUCTIONS

When all files are ready to submit, use the dropdown menu below to attach each final document to your report:

1. Choose the appropriate document "Title" from the drop-down menu.
2. "Browse" your computer to locate the completed file.
3. Select the file and click "Open," and your file will appear in the "File Name" box.
4. Click "Upload" to attach the file to this report.
5. Repeat these steps to individually attach each required file.

The top of your screen will display a list of files you have properly uploaded for submission.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: Financial Report -ENGLISH AND US DOLLARS ONLY (Required)

File Name: No file selected.