**RESEARCH & DEVELOPMENT STATUTORY REPORT TEMPLATE**

**Company Name:**

**Project Name:**

**R & D Project Name:**

**Project Location:**

**Year of Activity:**

**Period of Activity**

**Project Focus and Input**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Research Field** | **Research Topic** | **Type of Research** | **Purpose of Research** | **Nigerian Content Input** |
| **Basic** | **Applied** |
| **Materials** | **Personnel** |
| **Estimated** | **Actual** | **Estimated** | **Actual** |
|  |  |  |  |  |  |  |  |  |  |

**Project Process and Output**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Research Duration** | **Research Value** | **Research Expenditure** | **Number of Research Activity** | **Outcomes** |
| **Budgeted** | **Actual** | **Process Improvement** | **Product Development** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**REMARKS**

**Deficiency in the original: Visually cumbersome**

**Remediation: Template was redesigned into Excel and Word Formats by breaking it into two reporting categories namely:**

1. **Project Focus and Input Category**
2. **Process and Output Category**

**Justification:**

1. **Improve operational efficiency**
2. **Enhance organizational accountability.**
3. **Information management for informed decision making**

**RESEARCH & DEVELOPMENT IN-HOUSE REPORT TEMPLATE**

**Company Name:**

**Project Name:**

**R & D Project Name:**

**Project Location:**

**Year of Activity:**

**Project Focus and Input**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Research Field** | **Research Topic** | **Type of Research** | **Purpose of Research** | **Nigerian Content Input** |
| **Basic** | **Applied** |
| **Materials** | **Personnel** |
| **Estimated** | **Actual** | **Estimated** | **Actual** |
|  |  |  |  |  |  |  |  |  |  |

**Project Process and Output**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Research Duration** | **Research Value** | **Research Expenditure** | **Number of Research Activity** | **Outcomes** |
| **Budgeted** | **Actual** | **Process Improvement** | **Product Development** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Note: The Research & Development In-House Report Template is for projects below the statutory classification.