

# GUIDELINES ON HOW TO FILL OUT NHF INSTITUTIONAL BENEFITS MONTHLY PROJECT REPORT TEMPLATE FOR MULTIPLE PROJECTS

## General Notes:

- I. Be cognizance of how high the projects reports go, therefore, ensure that the information included is concise and the grammar is proper. Should the updates fail to fit within the cells provided, kindly input a summary and include the phrase ***“Please see further details on appendix ... attached”*** and then include the information on a separate sheet at the back of the report
- II. Please note the information at the bottom of each sheet to determine whether the correct template is being used. i.e “issue date”, “Revision #”, “Revision Date” and the control number-“QMSR-104”
- III. The reporting period should range from the **15<sup>th</sup>** of one month to the **14<sup>th</sup>** of the other e.g. March 15, 2015 to April 14, 2015
- IV. The Hard copies of the report should be submitted to the NHF no later than the **20<sup>th</sup> of each month** under cover letter of the Regional Director or Head of the institution and the reports should be signed by the Project Manager and Project Accountant or approved equal.
- V. Ensure that ***every cell*** relating to a project is populated. Any project with unknown ***“actual start date”*** and ***“expected finish date”*** should have typed in them ***“TBD”*** – to be determined
- VI. Any ***“% complete”*** cell that will remain blank should have the letters ***“n/a”*** typed in so as to return a blank cell under the ***“Status”*** column
- VII. The projects should be arranged in the following chronological order: Active, Pre-contract, Completed
- VIII. Failure to adhere to item (iv) above will result in temporary suspension of the processing of payment requests
- IX. A PDF copy of the report may be initially sent via email prior to the 20<sup>th</sup> of the month. The hardcopies must be submitted within two (2) working days thereafter and should not exceed the 20<sup>th</sup> of the month. **Please note that the email will not be considered a formal submission of the report**
- X. Read carefully and follow the instructions below to complete the IB Department’s Monthly Project Report Template
- XI. For any clarification you may contact the Institutional Benefits Department

## **Details**

**1. Reporting Period**

The specific period of activities to which the report refers to

**2. Grantee**

The name of the Institution that benefits from the Grant and is undertaking the project

**3. Reference Number (REF.#)**

Sequencing number for ease of reference when reporting on several projects e.g. 1, 2, 3

**4. Project Number (Proj.#)**

A unique number assigned to the project by the NHF and should be quoted on all correspondence relating to the project e.g. HPP124, HSF259

**5. Project Title**

The name given to the project by the project owner

**6. Proposed /Actual start date**

The date the project is proposed to start and later replaced by the date the project actually commenced.

**7. Expected Finish Date**

This represents the planned completion date of the project. This date should always remain and any change be indicated in the status column.

**8. Approved Amount**

The total grant approved by the NHF to date.

**9. Total Grant Inflows**

The total grant received from NHF to date. Funds received from other sources must be communicated in the status column.

**10. Total Expenditure to Date**

The total amount of money disbursed on the project to date to cover expenses as a result of activities undertaken.

**11. Balance**

The amount of money remaining after the deduction of the total expenditure on the project from the total grant inflows.

**12. Percentage Complete**

An estimate in percentage value of the stage of completion of the project derived from the state of completion of the critical activities.

**13. Status**

This column will indicate whether a project is “Active”, “Complete” or in the “Pre-contract” stage. The cell will return the status based on the “Percentage Complete” figure

**14. Update**

Details providing information relating to achievements, challenges or any issues that may impact the progress of the project in negative or positive way.