



## Annual Activity Reporting Guidelines

Reporting period: 1 October - 30 September

Reports due to BASIS ME: 30 October via e-mail to [basis-me@facstaff.wisc.edu](mailto:basis-me@facstaff.wisc.edu)  
Attach document in MSWord or WordPerfect, in plain text.

The purpose of the BASIS Annual Activity report is to:

- Inform USAID about how BASIS is contributing to USAID and BASIS objectives
- Measure our progress, compared with last year's Work Plan
- Represent all of BASIS to those who want to know more about our work
- Discuss what we are finding or learning about factor markets and their interactions

Note that annual report must include key findings and results and publishable photos or illustrations.

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 the 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. For example:  
November 1996 - September 2001
- IV. SUPPORT - Indicate the sources(s) of support for your work.

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
  - 1. Identify and describe the issue (research, administrative, financial, regulatory...)
  - 2. Describe how the issue was resolved (or how you intend to resolve it)
- D. Clear description of progress towards all benchmarks

VI. COLLABORATION WITH OTHER PROJECTS. Please indicate any networking, sharing of data or resources with projects funded by other entities.

VII. OUTPUTS - Please list all outputs from the past year (see BASIS CRSP Policy on Outputs for reporting and submission requirements, available on the web at <http://www.wisc.edu/lrc/opmantoc.html>). Please include pertinent information including dates, number of pages, location, and attendees (as applicable).

- 1. **BASIS CRSP Publications** Series submissions
- 2. **Other Print Outputs** including books, chapters, dissertations, journal articles, workshop presentations, trip reports, and proposals
- 3. **Non-Print Outputs** including databases, training activities, conferences attended, networking activities, videos, and photos.

VIII. **KEY FINDINGS and RESULTS.** It is imperative the 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.

IX. **PHOTOS, ILLUSTRATIONS, or other GRAPHICS.** Each project is requested to submit three (3) publishable photos or other illustrations for use in the BASIS annual report and web site. Please send original slides or photographs printed on paper (not electronic scans of the photos). 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.