



Annual Work Plan Guidelines

REPORTING PERIOD: October 1- September 30

DUE DATE: 1 September, via email to basis-me@wisc.edu. Attach documents in MS Word or WordPerfect, in plain text. Please do not format.

The purpose of the BASIS Annual Work Plan is to:

- Inform USAID about proposed activities for the coming year.
- Ensure that project activities stay on schedule
- Provides a tool for the TC to evaluate the progress of the research project
- Assists TC and ME in planning synthesis activities

- I. RESEARCH PROJECT TITLE - State the project title
- II. COLLABORATING INSTITUTIONS AND RESEARCHERS - List collaborating institutions, researchers' first and last names and job titles. When there is more than one researcher at an institution, list the institution name, followed by the individuals in alphabetical order by last name.
- III. DATES COVERED BY WORK PLAN - October 1, XXXX through September 30, XXXX
- IV. SUPPORT - Indicate the source(s) of support for your work. Please include amount for each non-core source. For example,
Support: Core funding and add-on (USAID/REDSO)\$xxx
- V. PROGRAM OVERVIEW - **In one page or less**, set the stage and answer the question, "Why is this project important?" Describe the host country situation and how the project contributes to the BASIS CRSP mission of research to support equitable access to the world's resources. Briefly describe what has already been accomplished by the project.
- VI. ANNUAL WORK PLAN
 - A. State how the activities fit in with your long-term research plan.
 - B. For each anticipated activity:
 1. Describe the activity in detail
 2. Include beginning and ending dates
 3. Describe how the activity relates with other activities
 - C. If activities build on existing projects:
 1. Describe the projects

2. Identify donor(s) or collaborator(s)
3. Describe how the project relates with other activities

D. State how this research relates to key findings and what indicators will be measured

E. Anticipated outputs: Indicate planned publications, reports, seminars, proposals, and other information dissemination activities.

F. Problems and Issues: Identify and describe any issues that arose in the past year (research, administrative, financial, etc.) and describe how the issue was resolved or how you intend to resolve it.

VII. BUDGET - Please provide detailed budget and indicate any anticipated add-ons. BASIS Annual Budget Guidelines are provided.