



Guidelines for Preparation of Progress Reports

The Middle East Desalination Research Center

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INTRODUCTION

The Middle East Desalination Research Center (MEDRC / Center) is a non-profit institution, which grants partial financial support for research & development projects in desalination and related fields. As practiced by other funding organizations, the Center requests for progress reports from the principal investigator during the course of the project execution for monitoring the project progress and the final report after completion of the project. The Center prepared Guidelines for preparation of final project reports as separate document.

The frequency of periodic reports is determined between MEDRC and the Principal Investigator (PI) before the funding agreement is signed, based on the type and duration of the project. As a rule they are requested at four months intervals in projects with a one-year duration.

The periodic reports are intended and necessary to provide the Center with sufficient information to make a reasonable assessment of

- Project progress
- Contents and quality of the work
- Adherence to the scope of work
- Adherence to the budget estimate with the opportunity at an early stage to offer suggestions or to intervene if required.

Each Periodic Report must include the following:

1. **R&D report** covering the actual work carried out in the individual tasks specified for that period in the funding agreement.
2. A work **Progress Report Form** as shown in **Appendix A** or similar. This shall also include a program showing actual work achieved as against the scheduled Program. If such program shows a delay, then the PI shall furnish the Center with an explanation of the delay and proposals (involving no additional cost to the Center) for recovering the delay in the periodic report.
3. An **Interim Budget Report** in the form shown in **Appendix A** or similar form containing the same information. All expenses incurred during the period covered by the Periodic Report must be detailed and satisfactorily explained. All budget reports shall be supported by receipts, invoices, timesheets, certified payroll records or such other documentation as the Center may reasonably require satisfying itself that the PI is properly expending the "total project cost" in accordance with the Contract.

Another objective in demanding a detailed progress report is to enhance the quality of the final report and reduce the time and efforts to prepare it. At least a part of the individual progress reports is expected to be presented in a form to serve as a draft component for the final report, with the possibility to edit, improve or supplement later.

The Project Advisory Committee and the Project Manager will review the Periodic Report. If the report does not meet any one of the requirements set out above, the payment will be delayed until a satisfactory revised report is submitted. The revised report shall be submitted within the time specified by the Center, or, in the absence of any time being specified, within six weeks of receipt of any comments from the Center.

THE STYLE AND FORMAT REQUIREMENTS FOR THE R&D PERIODIC REPORTS

The style and format requirements for the R&D periodic reports are the same as those for the final report.

Submission

Periodic reports should be submitted as e-mail attachment in MS Word files. It is imperative that all material, in the report is provided in electronic format. This includes pictures, charts, graphics and any other appendices / attachments. More details concerning the format of different types of figure are given below.

Format

The body of the text should be typed single spaced in 12-point font, Times New Roman on A4 size paper. Margins for the page shall be one inch for top, bottom and right, 1.5 inch for left, zero for gutter, 0.5 inch for header and 0.5 inch for footer.

Periodic report components

1. Cover

The front covers shall be prepared in a format like that in the sample cover in Appendix A.

2. Table of contents

The table of contents should be prepared in a format like that in the sample Table of Contents in Appendix A.

Lists of Tables and Figures should also be included in the format used in the sample lists.

3. Abstract / Executive summary

An abstract / executive summary should be submitted in every report. It should contain short summary of the contents in the report and preferably should not exceed two pages.

4. Body of the Report

The body of the report will be dependent on the type of project and the work carried out during the period. It should cover in detail the actual work carried out during the period. In general, it should consist of introduction, literature review, materials and methods, theory/modeling, and results and discussion.

5. References

References should be listed at the end of the text on a separate sheet numbered. The Harvard method (author's name and date) is preferred, although the numbered system, in which the references should be cited in the text (in the order of first citation), either by numbers in square brackets or as numbers typed as unparenthesized superscripts.

The preferred style of presenting the references is as follows:

Amjad Z., Zibrida J.F., Zuhl R.W. (1997). A New Antifoulant for Controlling Silica Fouling in Reverse Osmosis Systems. *Proceedings of IDA World Congress on Desalination and Water Reuse*, Madrid, October 1997: 459–480.

Porteous A. (1975). *Saline Water Distillation Processes*, 1st edn. Longman Group, London.

Taylor J.S., Mulford L.A., Duranceau S.J., Barret W.M. (1989). Costs and Performance of a Membrane Pilot Plant. *Journal of the American Water Works Association* 81(11): 52–60.

In the Harvard system the references should be sorted alphabetically by author, with references by the same author(s) sorted by date. For the numbered system, the references should be listed in numerical order.

It is important that all reference information is provided. All references that are cited in the text must be included in the reference list with enough information for the reader to be able to access them. For publications that have not been included in books or journals, it is a good idea to include the address of the issuing institution or at least its geographical location. For published books, ensure that the place of publication is given.

Any references that are not cited in the text should be listed as “Further reading”. In all cases, give the full (not abbreviated) titles of journals and organizations and ensure that volume and page numbers are given. It is only necessary to give the part or issue number (in addition to the volume number) if the page numbering of each part restarts from 1.

Other related information

Data Record

A Data Record included, as an Appendix, should contain all of the pertinent data taken during the investigation and used in drawing conclusions and making evaluations. These data should be keyed to the appropriate sections

of the main body of the report in such a way as to allow the reader to review the treatment of data.

Figures

In general, figures and tables should be interspersed in the text near where they are mentioned; otherwise, if too many, they should be placed together at the end of the text. Too many figures or tables interspersed in the text may make it difficult to read and comprehend. Only necessary photographs should be scanned; all tables should be supplied as text and figures (see below) provided in vector format wherever possible.

Although figures should be included in the text, it is helpful, particularly for photographs, if they can also be supplied separately as electronic files. Whenever possible, line drawings and graphs should be supplied in vector format (e.g. eps or wmf – Windows Metaformat), while ideally photographs should be supplied in TIFF format, although JPEG is acceptable. Please check that the file sizes of scanned figures are as small as possible, consistent with the quality required.

If possible, line drawings should all be on a similar scale, with the lettering in proportion. Ensure that all lettering is readable and, as far as possible, matches the notation used in the text. Graphs and other lines should be drawn at a thickness that allows reduction to page width.

Ensure that every figure has a caption/legend. It is also a good idea to include supplementary text information as part of the caption, rather than include it in the figure. A large amount of text within a figure, particularly if the size is small, is often difficult to reproduce satisfactorily.

As a standard practice, photographs, charts and figures will be printed in black and white using half tones for photographs. Color should be used only if it contributes “demonstrable value” to the report. It is important that graphs should be distinguishable in a black-and-white version, i.e. they should not simply be distinguishable by colour. In bar graphs and plots, therefore, use shading and cross hatching or open and closed symbols so that the graphs can be readily interpreted when reproduced in black and white.

Refer to figures as ‘Figure 1’ etc. and do not abbreviate to ‘Fig. 1’. Section numbers can be included in the figure numbering if preferred, although this is not generally necessary. Figures in Appendices should be numbered as Figure A1 etc.

Tables

Tables should be supplied as text and not as graphics or scanned copies. Avoid unnecessary abbreviations (and, if abbreviations are used, make sure that they are explained). Use table cells, rather than carriage returns, to handle the layout of tables. Unless there is no other alternative, format tables in a portrait orientation.

Include units in column headings or a stub column, rather than including them in every cell. Put the units in parentheses after the column or row title. See below for further notes on units.

Try to ensure that a consistent number of significant figures is used for the same type of data and always include a zero before the decimal point for numbers less than one.

The scheme used for numbering of tables should be consistent with that used for figures.

Equations and variables

Equations, unless very simple, should be set on a separate line (displayed). If required; they can be numbered. Please ensure that the notation in the equations is consistent with that in the main text. Variables should generally be in italic type (unless a combination of letters is used for a single variable, e.g. BP for boiling point). All other characters should be Roman. Ensure that all quantities are defined and that any unusual notation is explained.

Glossary

A glossary should be included if the Report contains numerous acronyms, abbreviations, symbols, or uncommon terms. A short glossary (one or two pages) should be placed between the Table of Contents and the first page of text. A longer glossary should be placed at the end of the Report, possibly as an appendix.

Use of SI units

SI units must be used. If Imperial or US units are used, they should be followed by the SI metric equivalents in parentheses. When a dimension is repeated on a page, its metric equivalent in parentheses need not be repeated; that is, the equivalent needs to be cited only the first time it appears on a page. Unusual units should be explained when they are first used. In general, use negative powers rather than the slash or solidus, e.g. g m^{-3} rather than g/m^3 . Use (capital) L for litre.

Spelling and punctuation

Either North American or British spelling can be used, but should be consistent. Ensure that either -ise or -ize endings are used consistently (although note that there are words that always take an -ise ending; common ones are: advertise, advise (as a verb), arise, comprise, despise, devise (as a verb), disguise, exercise, improvise, incise, practise (British verb; North Americans use practice), revise, supervise, surmise, surprise, televise.

Similarly, US or UK punctuation styles are acceptable, but should be consistent.

Abbreviations and acronyms

Unless they are very common, e.g. USA, UK, always give the full version of an abbreviation or acronym at the first mention. Do not include full stops.

Section headings

Sections can be numbered or not, as the author prefers. However, if numbering is not used, then it is important that the hierarchy of the sections and headings should be clear from the type face, style and size used. Headings should use only initial capitals, except where they include proper nouns (names) and acronyms. Unless it is absolutely necessary, do not use more than four levels of heading, as shown in the box below.

1. LEVEL 1

All capitals; 18 pt Tahoma bold. This heading should normally go on a new page.

1.1. Level 2

Initial capital only; 18 pt Tahoma bold.

1.1.1. Level 3

Initial capital only; 14 pt Tahoma.

1.1.1.1. Level 4

Initial capital only; 14 pt Tahoma bold italic.

Page numbering

Pages up to and including the Executive Summary should be numbered with Roman numerals (i, ii, iii etc.). The body of the report should be numbered with Arabic numerals, 1, 2, 3 etc.

Dates

Use either the US or the British system, but be consistent, so that, for example, it is clear whether a date is 3 May or 5 March. For date ranges use an en-dash, e.g. 1999–2000. Do not include ‘th’ etc., e.g. 7th.

**Middle East Desalination Research Center
Interim Budget Report (in US\$)**

Principle Investigator: _____ Project No: _____

Project Title: _____

Report Period From: _____ To: _____ Report No: _____

ATTACH RECEIPTS FOR ITEMS ABOVE US\$100

LABOR: DIRECT COST

Name/Organization	No. of Hours Worked	Hourly Rate	Reporting Period			Total Previous Periods			Total Expenditure to Date			MEDRC Budget
			Breakdown		Total	Breakdown		Total	Breakdown		Total	
			MEDRC	In-Kind		MEDRC	In-Kind		MEDRC	In-Kind		
SUB-TOTAL												

TRAVEL (attach detail of travel cost/accommodation/meals/incidental expenses)

Name/Organization	Organizations Visited/ Purpose	Reporting Period			Previous Periods			Total Expenditure to Date			MEDRC Budget
		Breakdown		Total	Breakdown		Total	Breakdown		Total	
		MEDRC	In-Kind		MEDRC	In-Kind		MEDRC	In-Kind		
SUB-TOTAL											

MATERIALS/ EQUIPMENT (hardware, chemicals, raw materials etc.)												
Name of the Item & Purchase Date	Quantity	Unit Price	Reporting Period			Previous Periods			Total Expenditure to Date			MEDRC Budget
			Breakdown		Total	Breakdown		Total	Breakdown		Total	
			MEDRC	In-Kind		MEDRC	In-Kind		MEDRC	In-Kind		
SUB-TOTAL												
OTHER ITEMS/OVERHEADS (detail all items above US\$100)												
Details			Reporting Period			Previous Periods			Total Expenditure to Date			MEDRC Budget
			Breakdown		Total	Breakdown		Total	Breakdown		Total	
			MEDRC	In-Kind		MEDRC	In-Kind		MEDRC	In-Kind		
SUB-TOTAL												
GRAND-TOTAL												
FOR COMPLETION BY CONTRACTOR												
Attested & Certified as correctly extracted from accounting books and records												
Principal Investigator (name & signature)												
Financial Officer (name & signature)												

Sample Front Cover



MEDRC

Project No. 02-AS-002

**BASIC EXPERIMENTAL STUDIES OF THE
CO₂ RELEASE AND THE CARBONATE SYSTEM
IN SEAWATER DISTILLATION**

1st Periodic Report

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The Middle East Desalination Research Center
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List of Symbols

S Salinity g/kg
TA Total alkalinity mol/kg