**Framework for Writing an Annual Report**

Every research entity is requested to prepare an annual report, which must be submitted, to the Faculty Research Committee Entity Task Group (ETG) by **31st March 2022**. The annual report (**recommended maximum length of ~10 pages**) must be submitted as an electronic copy to [moraba.meela@wits.ac.za](mailto:moraba.meela@wits.ac.za). (Please note that this is a **separate call** from the formal Faculty annual research report required by the Research Office for each School).

The report format is required by the FRC and URC, and must include all of the following:

a) Name of the Research Programme/Group/Unit/Institute.

b) Name of the Director/Leader and his/her home School.

c) List of participating academics, both appointed salaried Wits staff and honorary appointments, (provide the names, NRF ratings, schools and percentage time spent on research activities).

d) Provide a short resume of research highlights, and any other special achievements during the period under review (max 2 pages)

e) List the publications for the period under review and **BOLD** authors that affiliated with Unit (including journal impact factor and rank in discipline).

f) Tabulate details of MSc and PhD students who obtained their degrees in the review period and of those currently registered, as follows: Student number, name, degree registered for, year of first registration and year of completion, degree topic and supervisor(s).

g) List all policy documents submitted and patents registered in the period of review, if applicable.

h) List all grants submitted during the review period and indicate which were research-related and if they were successful or not.

i) Provide a summary of income and expenditure for the year under review, including unspent balances carried into the year and carried forward to the following year.

j). Provide information on ongoing national and international collaborators as indicated in the Table below.

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| **Wits collaborator name** | **External Collaborator name** | **External Collaborating Department and institution** |
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The Entity Task Group will review the annual reports and feedback will be provided either via email or at a scheduled Director and Head of Department/School meeting.