**PROGRESS MONITORING AND TECHNICAL ASSISTANCE TOOL FOR ONGOING RESEARCH STUDIES**

|  |  |
| --- | --- |
| **Research Title** |  |
| **Researchers** | Lead Author:  Co-Author 1:  Co-Author 2: |
| **Research Theme** |  |
| **Division** |  |
| **BERF Cycle** | 9th Cycle |

**Note:** This modified monitoring tool is based from the Progress Monitoring and Technical Assistance Tool for Ongoing Research Studies of the Schools Division of Cavite Province

**PROGRESS MONITORING**

*Review each question and assess its applicability to the research study. For each criterion, mark the appropriate response. Use the "Remarks" section to provide additional comments or explanation. You may use additional sheets if needed.*

| **GUIDE QUESTIONS** | **YES** | **NO** | **N/A** | **REMARKS** | **MOVs** |
| --- | --- | --- | --- | --- | --- |
| 1. Is the current research title the same with the one presented during the proposal presentation? |  |  |  | *If not, was it communicated to the regional office?* | signed reply letter from the regional office |
| 1. Does the research have the necessary ethical approvals been obtained for the research study? |  |  |  |  | signed request letter by the respondents |
| 1. Does the research have all the planned tasks been completed within the specified timeframe? |  |  |  |  | Completion Report or Documentation Report |
| 1. Are there any completed activities not specified in the work plan? |  |  |  |  | See the submitted research proposal. |
| 1. Are additional activities not stated in the work plan communicated to the regional office? |  |  |  | *How?* | Signed reply letter from the regional office |
| 1. Does the research have the required data points or samples collected as outlined in the research plan? |  |  |  | If yes, how are the data points collected and stored? | Soft copy of the data points (Excel format) or in Google Sheets |
| 1. Are there any data collection issues encountered? |  |  |  | *If yes, what are these issues?*  *Were they addressed during the Schools Division Research Committee monitoring? How?* |  |
| 1. Was the submitted proposal followed? |  |  |  | *How did the data analysis process commence?* | Check if the submitted proposal was followed in terms of data analysis. |
| 1. Are there any challenges or complexities encountered in the data analysis process? |  |  |  | *If yes, what are these challenges?*  *Are these addressed during the SDRC monitoring?* |  |
| 1. Are there any budgetary or resource constraints affecting the progress of the study? |  |  |  | *If yes, what are these constraints?* | *Check the submitted Cost Estimates.* |
| 1. How does the budgetary constraints are being addressed by the proponents? |  |  |  |  |  |

**TECHNICAL ASSISTANCE GUIDE**

*In the “Remarks” section, please provide thoughtful and comprehensive responses to the guide questions. You may use additional sheets if needed.*

| **GUIDE QUESTIONS** | **REMARKS** |
| --- | --- |
| 1. What are the main challenges the researchers are currently facing? |  |
| 1. What specific technical areas or aspects of the research study requires assistance and support? |  |
| 1. Are there any data collection or analysis issues requiring technical guidance and expertise? Please specify. |  |
| 1. What resources, tools, or collaborations would you suggest to address the technical aspects of the research study and provide assistance and support? |  |

|  |
| --- |
| **GENERAL FINDINGS AND OBSERVATIONS** |
| Percentage of research completion based on the approved work plan and timelines: \_\_\_\_\_\_\_\_\_ total number of completed activities x 100  total number of activities |

|  |
| --- |
| **RECOMMENDATIONS** |
|  |

|  |  |
| --- | --- |
| **Monitored by:** | **Conforme:** |
| Regional Monitoring Official  Date: **\_\_\_\_\_\_\_\_\_\_\_\_** | **Researcher(s)**  Senior Education Program Specialist for Planning and Research  Date: **\_\_\_\_\_\_\_\_\_\_\_\_** |