



**Centre for Mathematics, Science and Technology Education in Africa (CEMASTE)**

**Request to Present Research Proposal/Research Findings Form**

**Date:** .....

**Introduction**

This form shall be filled in duplicate by Dean/Programme Coordinator/individuals who have developed a research proposal or written a research report to request for time allocation on the schedule of activities at CEMASTE to present the proposal/findings to the rest of staff. Please fill each part as appropriate and submit the forms to the Coordinator R&D at [rdcoordinator@cemastea.ac.ke](mailto:rdcoordinator@cemastea.ac.ke). At the same time, email a pdf of the proposal/research report to the Coordinator at least five working days prior to the earliest date proposed for the presentation (see 4 below).

**Section A: Presentation of Research Proposal/Research findings**

1. Research by: Department [    ], Programme [    ] Individuals [    ]
2. If individuals please write your names in the spaces provided .....
3. The title of the research: .....
4. Presentation of a research proposal [    ] research findings [    ]
5. When do you wish to make your presentation? (give suggestions for three dates)
  - i). ....., ii) ....., iii) .....
6. In the space below list the resources needed for the presentation
  - i). .....
  - ii). .....
7. If research proposal, please give timelines of when you anticipate to complete activities in the table below where applicable by filling the second column only.

Activity	Date expected to be completed	Date activity completed	Reason for variation in dates
i). Piloting of tools			
ii). Revision of tools			
iii). Data collection			
iv). Data analysis			
v). Report writing			

vi). Report submission			
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8. Clearance by Coordinator R&D KM for presentation

Comments: .....

Name .....Signature ..... Date .....

9. Clearance by Deputy Director Training for presentation

Comments: .....

Name .....Signature ..... Date .....