



Following format was suggested for when submitting reports on OSTP Grants

The Overseas Special Training grantees should adhere to following format when submitting reports of the NSF funded training programmes.

Format – the report should be in MS Word, Times New Roman, Font Size 12.  
Illustrations and Graphics should not exceed six

Number of pages: Maximum 10 pages.

Report Contents:

- **Cover and title page:**
- **Acknowledgement (Type of support received from NSF)**
- **Table of contents**
  
- **Introduction:** (approximately 350 words)  
Title of the training/ collaborative programme, Duration, sources of partial funding (if any), other participants  
— Objectives of the programme
  
- **Brief account of the activities carried out at the programme\_** (350-700 words)  
Project lay-out, Separate projects/ research, presentations, publications etc.
  
- **Briefly explain what you have gained from the programme including new knowledge acquired, new techniques learnt\_** (approximately 350 words)
  
- **Briefly explain how the training/ collaborative programme has benefited you as an individual, the institution and the country**
  
- **Planned applications /dissemination of knowledge** (approximately 350 words)
  
- **Any suggestions for improvements** (approximately 150 words)
  
- **Annex**  
certificate of participation at the particular training programme