



## ACTIVITY COMPLETION REPORT<sup>1</sup>

ACTIVITY FACTS		
Activity number (from LFA)	1.1.2	
Activity name (from LFA)	Staff mobility	
South partner institution	Gulu	
Main responsible(s) for activity (both North and South, where relevant) <sup>2</sup>	Ambrose Okot (Uganda) Karen Valentin (host)	
Start/end (dates) of implementation	26.03. – 26.05. 2013	
BUDGET DETAILS		
Original Budget (DKK)	DFC	
Actual expenses (DKK) <sup>3</sup>	DFC	
ACTIVITY DESCRIPTION		
Brief description of planned activity <sup>4</sup>	Purpose	Study stay
	Content	Access to library resources Exposure to and engagement in relevant research environments both at host institution and other universities Presentation and discussion of research proposal Individual supervision meetings
	Contribution to research capacity building	Strengthening of research proposal and potential future collaborations between Gulu Uni. and IUP/AU
	Indicators	
	Other relevant details/comments	
Number of participants	Target	
	Result	
Describe/explain deviations from planned activity (timing, number of participants, content of activity, etc.)		
Main lessons learned (list 3-5 issues)		
Suggestions for follow up activities		

Activity Completion Report submitted by:

NAME	CONTACT DETAILS <sup>5</sup>	SIGNATURE
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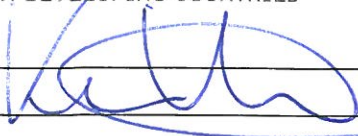
<sup>1</sup> Must be filled and submitted to Platform Secretariat (cc to local South [BSU coordinator]) no later than 2 weeks upon completion of activity.

<sup>2</sup> All must sign Activity Completion Reform before submission.

<sup>3</sup> If actual expenses (per budget line) deviate from original budget, this must be thoroughly explained and approval from Platform Secretariat attached to the Activity Completion Report.

<sup>4</sup> Use LFA and/or Monitoring Matrix as point of departure, where relevant



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<sup>5</sup> Minimum e-mail address and phone number for all signatories.



**ANNEXES:**

a) Accounts<sup>6</sup>

(DKK, 000)	South		North	
	Budget	Actual	Budget	Actual
Unit				
Salaries and emoluments			12500	12500
Taximeter/educational grants				
Expenses for trips abroad and fieldwork				
Project and research equipment				
Project and research materials				
Publication, dissemination and communication				
<b>TOTAL</b>				

b) List of participants/attendance register

c) List of materials (Means of Verification)<sup>7</sup>

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<sup>6</sup> Original receipts to be filed at main responsible institution(s); scanned copy of all receipts must be included.

<sup>7</sup> (Scanned) copy of all written output (fx. Power Point presentations, course materials, list of reading materials, course curriculum, etc.) must be included.