

South Eastern University of Sri Lanka

**Progress Report
University Research Grants**

It is mandatory for Recipients of University Research Grants to submit Progress Reports (PR) biannually (or by 30th June and 31st December of each year) during the grant period. The Final Report (FR) should be submitted three months after the submission of the last Progress Report.

Two copies of the duly completed Progress Report should be sent to the Research and Publication Committee through the Head of Department, Chairperson of the Research Management Committee (RMC) and the Dean of the Faculty / Librarian.

1. Research Grant No.:
2. Title of Research Project:
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-
3. Name of Grantee:
4. Grantee's Designation:
5. Grantee's Department:
6. Faculty:
7. Names and Affiliations of Collaborators (in any):
 - (1).....
 - (2).....
8. Date of award of the Research Grant:
9. Amount awarded:
10. Period covered by the Progress Report:

From: To:

11. Description of work carried out during the half year (Should be categorized under the following headings where applicable):

Field Work:

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Laboratory Studies:

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Data collected:

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Results Obtained:

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12. List of Presentations & Publications arising from the project work:

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13. Any problems encountered with the project:

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14. Is the work on schedule?.....

(a) If not give reasons for the delay/s:.....

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(b)Any further delays anticipated

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(c)What steps can be taken to avoid the anticipated delays

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15. Work planned forthe next sixmonths:

(a)Field work:

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(b)Laboratory work:.....

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16. Expenditure during the period of the Progress Report:

| No | Item | Amount Allocated | Amount Spent | Balance |
|----|--------------------------------------|------------------|--------------|---------|
| 1 | Literature Survey | | | |
| 2 | Stationary | | | |
| 3 | Postage | | | |
| 4 | Equipment | | | |
| 5 | Chemicals | | | |
| 6 | Consumables | | | |
| 7 | Travel | | | |
| 8 | Data processing | | | |
| 9 | Field assistance | | | |
| 10 | Laboratory Services &Sample analysis | | | |
| 11 | Publication / presentation | | | |
| 12 | Other(pleasespecify) | | | |

17. Any other comments or Problems encountered:

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I certify that the information given above is true and correct.

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Signature of Grantee

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Date

18. Observations of the Head of the Department:

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Date

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Name and Signature of the Head

19. Observations of the Research Management Committee:

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Date

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Name and Signature of Chairperson RMC

20. Observations of the Dean / Librarian:

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Date Name and Signature of Dean / Librarian

21. Observations of the Director, RIC:

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Date Signature of the Director, RIC

22. Recommendation of the Research and Publication Committee

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Date Signature of the AR / SAR, RPC