**KNUST RESEARCH FUND (KReF) AWARD REPORTING**

**TEMPLATE FOR PROGRESS REPORT**

|  |
| --- |
| **PROJECT DETAILS** |
| **PROJECT TITLE** |  |
| **PRINCIPAL INVESTIGATOR** |  |
| **PROJECT START AND END DATE** |  |
| **REPORTING PERIOD** |  |
| **PROGRESS** |
| 1. **RESEARCH OBJECTIVES**
 |  |
| 1. **IMPLEMENTATION TO DATE** (Include methodology, accomplished tasks, dates, any outputs, etc.)
 |  |
| 1. **SUCCESSES**
 |  |
| 1. **SETBACKS**
 |  |
| **NEXT PHASE** |
| **OUTSTANDING ACTIVITIES AND TIMELINES** | **Activity** | **Timeline** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **ANY OTHER COMMENTS**  |  |  |

**KNUST RESEARCH FUND (KReF) GRANT AWARD**

**INTERIM FINANCIAL REPORT**

|  |  |  |
| --- | --- | --- |
| **Category** | **Proposed Budget (GHC)** | **Actual Expenditure****(GHC)** |
| **Supplies (Itemize)** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal (Supplies) |  |  |
| **Personnel** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal (Personnel) |  |  |
| **Others** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal (Others) |  |  |
| **Grand Total**  |  |  |
|  |  |  |

NOTE:

You are required to retire the 1st tranche of the award to your College Finance Officer.

The College Finance Officer must endorse your interim financial report as part of the progress report before submission to the Office of Grants and Research (OGR).

**KNUST RESEARCH FUND (KReF) GRANT AWARD**

**NEXT PHASE**

**Proposed Budget for Next Phase**

|  |  |
| --- | --- |
| **Item** | **Amount (GHC)** |
| **Supplies (Itemize)** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Subtotal (Supplies) |  |
| **Personnel** |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Subtotal (Personnel) |  |
| **Others**  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Subtotal (Others)** |  |
| **Grand Total**  |  |

|  |  |
| --- | --- |
|  Award Amount |  |
| Amount received so far |  |
| Remaining Balance |  |
| Recommendation for next phase  |  |

*For Official Use only*