

# Progress Report of Research Funding

* This is an Interim/Final Report on the following project.

(Reporting period: )

1. **Type of Activity:** ☐Conference ☐Seminar ☐Workshop ☐Publication ☐Others \_\_\_\_\_\_\_\_\_

**Activity / Project Title:**

### Activity / Project Period: From: To:

**2. Details of Project**

|  |  |
| --- | --- |
| Funding allocation date:  | Actual start date:  |
| Original duration months | Expected completion date:  |
| Revised duration months (if applicable) | Actual completion date: (for completed project only) |

**3. Research Funding for the Project**

|  |  |  |  |
| --- | --- | --- | --- |
| Items | Budget  | Actual Expenditure | Remaining Balance |
| Salary (or stipend) |  |  |  |
| Equipement |  |  |  |
| Conference |  |  |  |
| Travel |  |  |  |
| Proofreading/editing |  |  |  |
| Others |  |  |  |
| Subtotal |  |  |  |

If you are submitting a final report, the balance will be returned to IAS.

**5. Report**

Your report needs to cover the following aspects (around 500 words).

1. Scope of investigation undertaken
2. Summary of objectives addressed/ achieved

 - Have the objectives of the project been changed/revised since the last report? If so, why?

 - How many objectives have been pursued, and to what extent has each objective been achieved? (Express as a percentage.)

1. Difficulties encountered and variations from the original plan of the project proposal, with reasons
2. Work expected to be performed in the remaining period of the project

 Signature

 (\*PI/ Rep. Co-PI) (e-signature is acceptable) (Date)

Signature

 (Director of IAS) (Date)