**Format for Progress Report**

1. Project title
2. PI (name & address)
3. Co-PI (name & address)
4. Date of start
5. Duration
6. Objectives of the proposal
7. Methodology
8. Interim modification of objectives/methodology (with justifications)
9. Detail progress of the work carried out during the period
10. A summary sheet of not more than two pages under following heads (Title, Introduction, Rationale, Objectives, Methodology, Results, Translational Potential)
11. Research work which remains to be done under the project
12. Applied value of the project
13. Any publications.
14. Any patents applied for
15. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.

Name and signature with date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal Investigator)
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Co- Investigator)
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of the Department)

**Format for Statement of Accounts**

(Period )

1. Sanction Letter No. : ........................………………………….

2. Total Project Cost : Rs…………………………………………

3. Sanction /Revised Project cost (if applicable) : Rs…………............................................

4. Date of Commencement of Project : ……………............................................

5. Proposed Date of Completion : …….………………………………………

6. Statement of Expenditure : From………….….......To........................

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Sanctioned / Heads** | **Funds Allocated** | **Expenditure Incurred** | | | **Balance as on**  **(Date)** | **Remarks** |
| **I Year** | **II Year** | **III Year** |
| 1. | Salaries |  |  |  |  |  |  |
| 2. | Contingencies | | | | | | |
| 2.1. | Non-recurring  (Equipments) |  |  |  |  |  |  |
| 2.2 | Recurring (Supplies, Materials, Consumables,  etc.) |  |  |  |  |  |  |
| 3. | Travel |  |  |  |  |  |  |
| 4. | Overhead  Expenses |  |  |  |  |  |  |
| 5. | Others (if any) |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

Signature of Principal Investigator with date

Signature of Account officer with date and seal.

Signature Head of the Department with date and seal

**Format for Final Report**

1. Title of the Project:
2. Unique ID of the Project (provided by Research Unit)
3. Principal Investigator and Co-Investigators
4. Implementing Institution and other collaborating Institutions
5. Date of commencement
6. Duration
7. Date of completion
8. Objectives as approved
9. Deviation made from original objectives if any, while implementing the project and reasons thereof.
10. Field/ Experimental work giving full details of summary of methods adopted.
11. Supported by necessary tables, charts, diagrams and photographs.
12. Detailed analysis of results.
13. A summary sheet of not more than two pages under following heads (Title, Introduction, Rationale, Objectives, Methodology, Results, Translational Potential)
14. Contributions made towards increasing the state of knowledge in the subject.
15. Conclusions summarizing the achievements and indication of scope for future work.
16. Science and Technology benefits accrued:
    1. List of research publications with complete details: Authors, Title of paper, Name of Journal, Vol., page, year
    2. Manpower trained in the project:
       1. Research Scientists or Research Fellows
       2. No. of Ph.Ds produced
       3. Other Technical Personnel trained
    3. Patents taken, if any:
    4. Products developed, if any.
17. Abstract (300 words for possible publication in ICMR Bulletin).
18. Procurement/usage of Equipment a.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No | Name of  Equipment | Make/  Model | Cost  FE/ | Date of  Installation | Utilization  rate % | Remarks regarding  maintenance/breakdown |
|  |  |  |  |  |  |  |

b. Suggestions for disposal of equipment.

Name and signature with date

1. 2.

(Principal Investigator) (Co-Investigator)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Head of the Department with date and seal)

## Format for Final Statement of Expenditure

(to accompany the Final Report)

1. Sanction letter No. :
2. Total project cost :

(Sanctioned/revised project cost, if applicable)

1. Date of commencement of project :
2. Date of completion of project :
3. Grant revised in each year (financial) :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Sanctioned / Heads** | **Funds Allocated** | **Expenditure Incurred** | | | **Balance as on**  **(Date)** | **Remarks** |
| **I Year** | **II Year** | **III Year** |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1. | Salaries |  |  |  |  |  |  |
| 2. | Contingencies | | | | | | |
| 2.1. | Non-recurring  (Equipments) |  |  |  |  |  |  |
| 2.2 | Recurring (Supplies, Materials, Consumables,  etc.) |  |  |  |  |  |  |
| 3. | Travel |  |  |  |  |  |  |
| 4. | Overhead  Expenses |  |  |  |  |  |  |
| 5. | Others (if any) |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

Amount to be refunded/reimbursed (whichever is appropriate): Rs.

Name & Signature Principal Investigator with date

Name and Signature of Head of the Department

with date and seal

Signature of Competent

Financial/audit authority

With date

**Check list for covering note to accompany Utilization Certificate of grant for the project for the period …………………………………….**

1. Title of the Project
2. Name of the Institutions
3. Principal Investigator
4. Research Unit letter No. and date sanctioning the project.
5. Head of account as given in the original sanction letter
6. Amount received during the year (Please give No. & Date of Research Unit sanction letter for the amount and period)
7. Total amount that was available for expenditure (excluding commitments) during the year (SI.No.6+7)
8. Actual expenditure (excluding commitments) incurred during the year.
9. Balance amount available at the end of the year.
10. Amount already committed, if any.
11. Amount to be carried forward to the next year (if applicable). Indicate the amount already committed with supporting documents.

## Format for Utilization Certificate

(Annual/Final)

Certified that out of Rs................................................ of grants-in-aid sanctioned during the year

………............ in favour of …………………….............................………. under Research unit

Letter No……….............................................. and Rs………………………………..on account of unspent

balance of the previous year, a sum of Rs ...................................... has been utilized for the

purpose of ………….................................for which it was sanctioned and that the balance of Rs……….

................................ remaining unutilized at the end of the year has been surrendered to Research

Unit (vide........................... Dated / will be adjusted towards the grants-in-aid payable during the next

year i.e. ............................................

Signature of Principal Investigator with date

Signature of the Head of the Department with date and seal

Signature of Accounts Officer of the Institute with date and seal