

University of Peradeniya - University Research Grants

Progress Report

It is mandatory for Recipients of University Research Grants to submit Progress Reports (PR) biannually (or by 30th June and 30th 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 Senior Assistant Registrar Council & Academic through the Head of Department, Chairperson of the Faculty Research Committee (FRC) and the Dean of the Faculty.

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

From:To:

10. 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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11. List of Presentations & Publications arising from the project work

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12. Any problems encountered with the project

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13. 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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14. Work planed for the next six months:

(a) Field work:

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(b) Laboratory work:.....

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15. Expenditure during the period of the Progress Report:

	<u>Amount Allocated</u>	<u>Amount Spent</u>	<u>Balance</u>
(a) Literature survey
(b) Stationary
(c) Postage
(d) Equipment*
(e) Chemicals*
(f) Consumables*
(g) Travel

- (h) Data Processing
- (i) Field Assistance
- (j) Any other *

*Please Specify/ List

16. Any other comments or Problems encountered:

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17. Observations of the Head of the Department:

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Date	Name of the Head	Signature of the Head
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18. Observations of the Faculty Research Committee:

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Date	Name of Chairman FRC	Signature of Chairman FRC
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19. Observations of the Dean:

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Date	Signature of the Dean
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20. Recommendation of the Senate Research Committee

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Date	Signature of the Assistant Registrar /Academic & Council
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