



Ref No:

**UNIVERSITY RESEARCH GRANTS  
UVA WELLASSA UNIVERSITY OF SRI LANKA  
Progress Report Format**

***It is mandatory for Recipients of University Research Grants to submit Progress Reports biannually (or by June 01 and December 01 of each year) during the grant period. The Final Report 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 Committee through the Head of Department/Division/Center/Unit and the Dean of the Faculty/Registrar, respectively.***

1. Name of the Principle Investigator (PI):
2. Research Grant No:
3. Title of Research Project:
4. Department/Division/Center/Unit:
5. Faculty:
6. Date of Award of the Research Grant:
7. Amount Awarded (Rs):
8. Time Duration of the Research Project:
9. Date of Commencement:
10. Period Covered by the Progress Report:  
From: \_\_\_\_\_ To: \_\_\_\_\_
11. Whether the Research Project leads for a Higher Degree:
12. If 'Yes' to No. 11. type of Degree Programme with Time Duration approved and Awarding Institute:

13. Description of work carried out during the given time period/half year. This should be categorised under the following headings where applicable.

- a) Field Work:
- b) Laboratory Studies:
- c) Data collected:
- d) Results Obtained:

14. List of Scientific Presentations & other Publications made/arising from the Research Project.

15. Problems/issues encountered with the Research Project:

16. Is the work on schedule?

- a) If not give reasons for the delay/s:
- b) Any further delays anticipated:

17. Suggestions to avoid the anticipated delays (if any):

18. Work planned for the next six months:

- a) Field work:
- b) Laboratory work:
- c) Other:

19. Expenditure during the period of the Progress Report:

	Amount Allocated	Amount Spent	Amount Committed	Balance
(a) Personnel	.....	.....	.....	.....
(b) Consumables	.....	.....	.....	.....
(c) Equipment	.....	.....	.....	.....
(d) Travelling	.....	.....	.....	.....
(e) Miscellaneous	.....	.....	.....	.....
(f) Any other *	.....	.....	.....	.....

**Overall Expenditure by the given date:**

<b>Amount Allocated</b>	<b>Amount Spent</b>	<b>Amount Committed</b>	<b>Balance</b>
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20. Issues related to the financial matters:

21. Details provided above are true.

Signature (PI):

Date:

22. Observations and Recommendation by Head of the Department:

Name:

Signature:

Date:

23. Observations and Recommendation by Dean of the Faculty/Librarian/Registrar:

Name:

Signature:

Date:

24. Recommendation of the Research Committee/Chairman:

Name:

Signature:

Date: