**Format of 3rd/final Annual Progress Report for NRPU Funded Projects**

1. **Project/PI particulars**

|  |  |
| --- | --- |
| Name of Principal Investigator  |  |
| Email & contact # |  |
| Department & University/Institute |  |
| Name & contact details of (Co-PI) |  |
| Number & Title of Project |  |
| Project start Date |  |
| Duration |  |
| Reporting Period  |  |
| Completion Date (in case of final progress report) |  |
| Total Approved Budget of project |  |
| Total Funds utilized (as per audit vetted expenditure statement)  |  |

1. **Introduction:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Review Literature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Materials & Methods Used:**

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1. **Experiments Undertaken:**

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1. **Statistical Analysis (if any):**

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1. **Results & Discussions:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Conclusion:**

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1. **Recommendations (if any):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Other details as per requirement of project (if any):**

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1. **References:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: Following documents are required:**

* Final progress report via email in soft form and 02 hard copies via surface mail with covering letter (Annex-I)
* Consolidated Audit utilization report duly verified/original/stamped/signed by the resident Auditor as per given specimen (both hard form & soft form) (Annex –II)
* Information on “**Codal Formalities Performa for Completed Projects of NRPU”** as per given specimen (both hard form & soft form) (Annex-III)
* Copy of Award letter (Annex-IV)
* Copy of original proposal (only in soft form via email)
* Soft copy of final progress report  on CD via surface mail

Annex-II

 **Office of Treasurer**

**University name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_**

**No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

 **It is certified that below given details are correct as per audit/finance/treasure office record of this University.**

**Third Year Annual/ Consolidated Utilization Report**

**Name of PI: Project title:**

**Project Number**:  **PI Joint Account Number: Name & Branch of Bank:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.#** | Items | **Total Approved Funds as per award letter** | **1st Installment**  | **2nd Installment**  | **3rd Installment** **Received Utilized** | **Total Amount Received by PI as 1st, 2nd and 3rd Installment** | **Total Expense by PI from 1st, 2nd and 3rd Instalment** | **Balance****( If any)** | **Remarks** |
| **Received**  | **Utilized** | **Received**  | **Utilized** |
|  |  | A | B | C | D | E | F | G | H(B+D+F) | I(C+E+G) | J | K |
|  | Honorarium to PI:  |  |  |  |  |  |  |  |  |  |  |  |
|  | Honorarium to Co-PI:  |  |  |  |  |  |  |  |  |  |  |  |
|  | Research Assistant  |  |  |  |  |  |  |  |  |  |  |  |
|  | Permanent Equipment |  |  |  |  |  |  |  |  |  |  |  |
|  | Expandable supplies |  |  |  |  |  |  |  |  |  |  |  |
|  | Literature Information: |  |  |  |  |  |  |  |  |  |  |  |
|  | Local Travel  |  |  |  |  |  |  |  |  |  |  |  |
|  | Audit/ Accountant fee |  |  |  |  |  |  |  |  |  |  |  |
|  | Indirect cost  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total Rs. |  |  |  |  |  |  |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature/ Stamp of PI) (Signature/ Stamp of Internal Auditor)**

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**(Signature/ Stamp of Chair Department) (Signature/ Stamp of Director ORIC)**

**Note:**

1. Balance amount mentioned in the utilization report will be adjusted in the next installment as a part of next installment as per policy.
2. Committed amount will be treated as balance amount with the PI.
3. Over and above cost in any budget head isn’t allowed.
4. Re-appropriation of the budget at any stage isn’t allowed.
5. Please attach duly verified Bank Statement of the duration of expenditure statement.
6. Expenditure statement must be forwarded through ORIC office.

Annex-III

**Higher Education Commission**

**Islamabad**

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Codal Formalities Performa for Completed Projects of NRPU

1. **Project/PI particulars**

Title of Project………………………….…………………………………………………….....………………..

Name of PI ……………………………………………………………………………………………………......

Project Number ………………………… Total Cost……………………………………………………………………

Duration…………………………………. Start Date…………………………………………………………………….

Completion Date……………………….

 University / DAI’s…………………………….……………………………………………………........................

E-mail (PI) …………….…………………………........... Contact No………………………………………

1. **Sector of Institution** (please tick (√) only one)

Public Private

1. **Objectives of Project**

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1. **Summary of Project** (use extra sheets if required and please provide soft copy)

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 **(Signature/Stamp of PI)**

1. **Out comes**

**i. Publication** (please attach list of mentioned publication)

|  |  |  |
| --- | --- | --- |
| Research papers (National) | Research papers (International) | Total |
| In impact factor journals | In non-impact factor journals | In impact factor journals | In non-impact factor journals |
|  |  |  |  |  |
|  |  |  |  |  |

**ii) Research Supervised** (Number of students who have **completed** research degrees under said project)

|  |  |  |
| --- | --- | --- |
| PhD produced | M.S/M.Phil Produced | Total |
|  |  |  |

**iii) Patents** (Numbers)

|  |  |  |
| --- | --- | --- |
| Local | Foreign | Total |
| Submitted | Granted | Income/royalties | Submitted | Granted | Income/royalties |
|  |  |  |  |  |  |  |

**iv) Major Equipment (**Please give detail of equipment purchased under said project along with verified copy of entry page of

university stock register)

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of equipment | Cost of equipment | Entry Page in University Stock Register |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**v) Linkages with R&D organizations, universities and industries**

|  |  |  |
| --- | --- | --- |
| S. No. | Counterpart organization | Type of linkage |
|  |  |  |
|  |  |  |
|  |  |  |

**(Signature/Stamp of PI)**

**vi) Other out puts**

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Products  | No. of Process/methods | No. of Crop varieties | Any other out putPlease specify |
| Developed | Marketed | Developed | Marketed | Developed | Marketed | Developed | Marketed |
|  |  |  |  |  |  |  |  |

1. **Have you considered communicating any interest in transferring research outcomes/products to:**

(a) Private companies

(b) Government organization

(c) Non-governmental organization

(d) ORICs

(e) Others (please specify)

(f) None of the above

1. **Paper presented under the said NRPU project**

|  |  |  |
| --- | --- | --- |
| S No. | Title of conference |  Level Level |
| International | National |
|  |  |  |  |
|  |  |  |  |
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1. **Benefits of the Project to Community (please mention the target group of the community, if any)**

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 **(Signature/Stamp of PI)**

1. **Major problems hindering the execution of project, if any**

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**(Signature/Stamp of PI)**

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 **(Countersigned by Head of the Organization)**