**Format of 1st 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 |  |
| Total Approved Budget of project |  |
| Total Funds utilized (as per audit vetted expenditure statement)  |  |

1. **Introduction:**

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1. **Review Literature:**

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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:**

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1. **Conclusion:**

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

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

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1. **References:**

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

**Note: Following documents are required:**

* 1st year progress report via email in soft form and hard copy via surface mail with covering letter (Annex-I)
* 1st year Audit utilization report duly verified/original/stamped/signed by the resident Auditor as per specimen is given below (Annex-II)
* Copy of Award letter (Annex-III)
* Copy of original proposal via email (Annex-IIV)

**Annex- II**

**Office of Treasure**

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

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

**It is certified that below given details and correct as per Audit/Finance/Treasure office record.**

**1st Year Annual/ Consolidated Utilization Report**

**Name of PI: Project title:**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.#** | Items | **Total Approved Funds as per award letter** | **1st Installment** **Released/ funds received** | **Total Expenses** | **Balance****( If any)** | **Remarks** |
|  | 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.
2. Over and above cost in any budget head isn’t allowed.
3. Re-appropriation of the budget at any stage isn’t allowed.
4. Committed amount will be treated as balance amount with the PI.
5. Please attach duly verified Bank Statement of the duration of expenditure statement.
6. Expenditure statement must be forwarded through ORIC office.