**Format of 2nd 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:**

* 2nd year progress report via email in soft form and hard copy via surface mail with covering letter (Annex-I)
* 2nd year Second Year Annual/ Consolidated Utilization Report as per specimen is given below (Annex-II)
* Copy of Award letter (Annex-II)
* Copy of original proposal (Annex-III)

**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.**

**Second 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** | **Total Amount Received by PI as 1st, and 2nd Installment** | **Total Expense by PI from 1st, and 2nd Instalment** | **Balance****( If any)** | **Remarks** |
| **Received** | **Utilized**  | **Received** | **Utilized**  |
|  |  | A | B | C | D(F-B) | E | F(B+D) | G(C+E) | H | I |
|  | Honorarium to PI:  |  |  |  |  |  |  |  |  |  |
|  | Honorarium to Co-PI:  |  |  |  |  |  |  |  |  |  |
|  | Research Assistant  |  |  |  |  |  |  |  |  |  |
|  | Permanent Equipment |  |  |  |  |  |  |  |  |  |
|  | Expandable supplies |  |  |  |  |  |  |  |  |  |
|  | Literature Information: |  |  |  |  |  |  |  |  |  |
|  | Local Travel  |  |  |  |  |  |  |  |  |  |
|  | Audit/ Accountant fee |  |  |  |  |  |  |  |  |  |
|  | Indirect cost  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |

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

**(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 for the period of expenditure statement.
6. Expenditure statement must be forwarded through ORIC office.