**University Research Grants (year)………………….**

**Progress Report**

*(Should be submitted through the Faculty Research Committee)*

The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period, in language understandable to an academic who may not be a specialist in the project's research field. Abbreviations and language that may not be known to the broader academic community should be avoided unless clearly defined.

The entire Progress Report for regular projects, exclusive of the list of publications **should not exceed two A4 pages (Arial, size 10, single space).**The report should follow the outline and numbering system shown below.

Name of the Grant Holder:

Grant Ref No:

Research Title:

Department:

Faculty:

Period of Evaluation From (dd/mm/yyyy):

#### A.Brief description of research carried out during the reporting period

Describe the studies directed toward specific aims during the current budget year

#### B. Results / Observations.

Report positive and negative results obtained according to the objective.

#### 

#### C. Outcomes

The Publications, Journal Articles and Presentations (local & international level)made during the specified period. Have the publications been linked to the web?

**D. Difficulties encountered**

Report the Difficulties encountered in carrying out the research

#### 

#### E. Activity Plan

Summarize plans to address the specific aims during the next year of support. Include any important modifications to the original plans.

**F. Contribution to the web of the University of Colombo**

Inform whether you have linked Individual profiles to the University domain and have updated them accordingly with the outcomes.

*(Please consult Faculty Web Committee Representatives in order to update your profile and research outcomes)***G. Financial Report**

1. Gantt chart for the financial progress

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** |  | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Activity 1**  **(Name)** | **Planned** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Progress** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2**  **(Name)** | **Planned** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Progress** |  |  |  |  |  |  |  |  |  |  |  |  |

2. Whether there are any deviations in the work plan compared to the original plan: Yes/No

If Yes, provide the deviations with reasons:

…………………………..... ………………

Signature of the Researcher Date

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Comments/recommendations of the supervisor: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

…………………………….

Signature of the Supervisor Date

Approval of the Faculty Research Committee/HDC: ……………………………….

Signature of the Chairperson of the Faculty Research Committee: …………………. Date…….