



UNIVERSITY OF GHANA
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)

FACULTY DEVELOPMENT GRANT
PROGRESS REVIEW AND EXPENDITURE REPORT FORM

This form should be fully completed and attached to the relevant request for disbursement. To be submitted at the Office of Research, Innovation and Development (ORID), on the ground floor of the New LECIAD Building

THIS DOCUMENT MUST BE TYPED

SECTION I: Student Information

Name:			
Department:		Faculty:	
Programme of Study:			
Thesis Title:			

SECTION II: Progress Review (to be completed by Supervisor)

1. Review Summary

(Please provide a summary of the outcome of the review meeting including whether set targets have been met and any major findings that have been made. Please state the next stage and its expected outcomes.)

2. Please give an assessment of the student's performance on the thesis as in the scale below:
(To check, double-click on box and select 'checked')

a) Excellent ☐ b) Good ☐ c) Satisfactory ☐ d) Poor ☐

3. Is the student on course to submit his thesis on time? Yes ☐ No ☐

4. Please give an estimate of when the student's thesis is likely to be submitted:

SECTION III: Summary of work done (to be completed by Student)**1. Summary report**

(Give a brief report on the work you have done on the current stage of your work.)

2. List any constraints/ problems encountered

- a)
- b)
- c)
- d)
- e)
- f)

(Add additional lines, if necessary)

3. State the next stage of your research work and expected outcomes/ targets

SECTION IV (To be completed by student): Expenditure Report (please attach all receipts)

1. Please indicate amount of funds previously disbursed:

2. Expenditure Report (*please ensure you have attached all relevant receipts*)

Activity	Receipt Reference (please number all receipts)	Amount requested (A)	Amount disbursed(B)	Amount utilized (C)
<i>Please add on as many rows as required</i>				
1.				
2.				
3.				
4.				
5.				
TOTAL				
BALANCE (A-C)				

Signed:

Student

Date

Principal Supervisor

Date

For Official Use Only

Expenditure report checked: Yes ☐

No ☐

Date: