

UNIVERSITY OF GHANA RESEARCH FUND

**FINAL REPORT FORMAT**

Before you submit this form, please ensure that you have:

- i. attached copies of all papers published or presented from this research project
- ii. all the relevant signatures (i.e. signatures of PI, HoD and Faculty Dean)
- iii. attached a list of all equipment procured with the grant with a duly endorsed receipt from the HoD

IMPORTANT!!! THIS REPORT MUST BE TYPED AND SHOULD BE SUBMITTED TO THE PRO VICE-CHANCELLOR, ORID

1. Project Details:

Project Title:	
Amount awarded:	Start Date:
Amount Spent:	End Date:

2. Investigator Details:

Details	Title	Surname	First name	Department
Principal Investigator				
Co-investigator 1				
Co-investigator 2				
<i>Please add on as many rows as needed</i>				

3. Research Objectives:

Did the project objectives as outlined in the proposal remain valid throughout the research period? Yes ☐ No ☐

- i. Please outline original objectives as outlined in the project proposal below:

Original Objectives:

- ii. If project objectives changed during the course of the project, please explain how/ why below and indicate the new objectives below:

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4. Summary of Project Outcomes:

Summarize the major project outcomes (e.g. research publications) including any key research findings below:

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5. Training:

Indicate in the table below the number of post-graduates that have directly benefited from the project:

Name	Degree (e.g. MPhil, PhD etc)	Title of thesis/ paper etc
<i>Please add on as many rows as needed</i>		

6. Staff Employed on the Research Project:

Description	Number	Gender	Qualification gained on project	Duration of appointment
i. Research Staff: <ul style="list-style-type: none"> Post Graduate Research Assistants (PhD) Post Graduate Research Assistants (MPhil) Project studentships 				
ii. Technical Staff: <ul style="list-style-type: none"> 				
iii. Other Staff: <ul style="list-style-type: none"> 				

7. Research Results:

- i. Please list the titles of all publications/ works that have been produced out of this research: (Please attach copies of both published and unpublished papers/ reports – *soft copies should be submitted where possible*)

Author (s)	Title of publication	Name of Journal	Year of Pub., Vol. & page no.
<i>Please add on as many rows as needed</i>			

- ii. Conferences:

Please indicate in the table below, any conferences attended that were supported by the project or at which results of this research project were presented

Title of Conference	Date(s) and Venue	Comments
<i>Please add on as many rows as needed</i>		

8. Research Continuation:

- i. Has the research project leveraged any additional funding or collaborative initiatives for continuation of the research?

Yes ☐

No ☐

Please complete the table below if answer to 8(i) above is yes

Funding Source/ Collaboration	Amount	Details of funding (e.g. duration of funding, scope of further study etc)
<i>Please add on as many rows as needed</i>		

9. Equipment¹

Please indicate in the table below, equipment that has been procured under this project and its current state.

Equipment (including books and office equipment)	Number	Current state (i.e. in good working condition etc)	Handed over to HoD (please indicate Yes or No)
<i>Please add on as many rows as needed</i>			

10. Comments:

Please indicate any suggestions for improvement of the administration of the URF research grants here

SIGNATURES:

	SIGNATURE	DATE
PRINCIPAL INVESTIGATOR		
HEAD OF DEPARTMENT		
FACULTY DEAN		
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT		

This report includes the following attachments (*Please tick*):

1. Papers/ reports/ works etc produced from this research project ☐
2. Completed Equipment Transfer Receipt (ETR) Form (*i.e. Form ORID/ ETR/ 05-11 (version 1)*) ☐

¹ All equipment, books and other items procured with the grant shall remain the property of the University. Equipment such as laboratory equipment, video recorders etc shall be transferred to the Department or Research Institute of the principal Investigator after the project has ended. Items such as books, computers, printers etc shall be held in trust for the Department/ Institute by the Principal Investigator. Please refer to your award letter for full text of policy on the transfer and use of equipment procured with funds from the University of Ghana Research Grants.