



UNIVERSITY OF GHANA RESEARCH FUND

PROGRESS REPORT FORMAT

Please take note that this document comprises three sections:

- i. Progress report
- ii. Expenditure returns on funds received during the quarter under report
- iii. Requests for disbursement of funds

THIS DOCUMENT MUST BE TYPED AND SUBMITTED TO THE PRO VICE-CHANCELLOR, ORID . AN ELECTRONIC COPY SHOULD BE SUBMITTED VIA EMAIL TO ORID-RESEARCHADMIN@UG.EDU.GH

Project Title:

Principal Investigator:

Period under Report:

SECTION I: PROGRESS REPORT (*maximum 3 pages*)

1. Progress on activities/ targets/ deliverables expected or implemented during the quarter
(List each activity/ target/ deliverable and provide a brief summary of progress towards achievement)

2. List any constraints encountered

3. Lessons Learnt

SECTION II : EXPENDITURE RETURNS

1. Give a brief summary of spending/ expenditure of funds disbursed in the quarter under report and attach full details and original invoices/ receipts covering each expenditure item.

SECTION III: REQUEST FOR DISBURSEMENT OF FUNDS

1. State activities/ targets planned for next quarter and provide a budget estimate

Quarter (e.g. Jan. – March, July – Sept. etc).....

Target/ Activity	Target/ Activity statement	Implementation period	Budget
e.g. Target 1 Activity 1.1 Activity 1.2 etc	<i>(Should correspond to targets or activities outlined in your approved research proposal)</i>		
Target 2 Activity 2.1 Activity 2.2 etc			

(Please add on as many rows as needed)

Total amount requested for next quarter.....

Signed:

Name:

Date