

UNIVERSITY OF GHANA RESEARCH FUND

Managed by the

OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

FINANCIAL REPORT FORMAT

| | |
|---|--|
| NAME OF PI: | |
| DEPARTMENT: | |
| PROJECT TITLE: | |
| PROJECT DURATION: | |
| PROJECT REFERENCE NUMBER: | |
| AMOUNT APPROVED: | |
| REPORTING PERIOD: | |
| FUNDS AVAILABLE IN REPORTING PERIOD (Please refer to award letter): | |

| BUDGET ITEM | Budget | Actual Expenditure | Variance/ Balance |
|------------------------------------|--------|--------------------|-------------------|
| PROJECT PERSONNEL | | | - |
| EQUIPMENT | | | - |
| OTHER RESEARCH COSTS | | | - |
| LOCAL TRAVEL | | | - |
| INTERNATIONAL TRAVEL | | | - |
| PUBLICATIONS | | | - |
| OFFICE AND ADMINISTRATIVE EXPENSES | | | - |
| CONTINGENCY (5%) | | | - |
| GRAND TOTAL | - | - | - |

**Please take note that the table contains formulae. Please enter figures for automatic computation.*

**** Please attach all original receipts**

Financial reports are due as follows:

(i) 1st financial report: April 30, 2012

(ii) 2nd financial report: October 31, 2012

The grant shall be spent as detailed on the budget items listed in the attached budget that forms part of this contract. The written approval of the ORID Board shall be required should you need to move funds between budget lines. In addition, approval must be sought from the ORID Board for any expenditure beyond 10 percent of the actual budgeted amount on a line item. This approval would normally be granted as long as the total project budget shall not be exceeded. Any unspent funds at the end of the project shall revert back to the University of Ghana Research Fund.