

Family Name:

Given Names:

SQU ID No.:

College:

Department:

Academic Post:

Email:

Phone No:

Employment Date:

Number of hours/week:

 (Hours/Week)Other ongoing research (*If applicable*):

Project Code	Hours/Week

Expenditure

Detailed Expenditure

(Give details of actual expenditure for each item in the project).

Items	Amount
Capital Equipment	
Recurrent Items (consumables)	
Computing Costs	
Use of University Facilities	
Conference Attendance & Travel	
Local Travel & Transport costs	
Insurance	
Research Assistants/ Consultants	
Publication Costs	
Miscellaneous	
Total	

Research Equipment

Please list all equipment purchased or utilized in the project with the required materials. (*If applicable*)

Purchased Equipment (Project-Capital Equipment)

Equipment Name	Location	Status

University Equipment (Use of University Facilities)

Equipment Name	Location	Status

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Research Collaboration

Please list all collaboration you had with an international /local institution either on personal or official level.
(If applicable)

Type of Collaboration	Collaborator (Person Name or/and Organization)

Contracts

Please list all contracted work of the project. (If applicable)

Contracted work	Contractor	Contract Value (R.O)

External Fund/Support

Please list all funds/support the project received. (If applicable)

Type & Value of Funds/ Support	Organisation	Started Date	Finished Date

Marketing Initiatives

Please list all your marketing initiatives to deploy the project's finding. (If applicable)

Initiatives	Organisation (Public or Private)	Results of Initiatives

Publication & Research Output

Please list and provide hard copy of all relevant publications that you have authored/co-authored from the project using the following categories: Refereed Journal Publications, Chapters of Books, Refereed Conference Proceedings, Patent Applications, Submitted Papers. List all publication with the report following this format:

- Journal Publications: (Author (s), Title. Journal - Vol., No. (Year).
- Conference Participation: (Author (s), title of presentation, conference title, place, date)
- Patent: Number, topic, place.

Summary of Research Project

Please provide the following information in separate paragraph, (Hard & electronic copy):

- **Summary.** Please state what you have been doing and the significant results achieved.
- **Introduction & literature survey.**
- **Methodology.**
- **Results findings & analysis.**
- **Conclusions.**
- **Keywords** (Please provide keywords that describe the nature of the research project).
- **Organizations that benefited or could benefit from research output.**

Declaration

Principal Investigator Name _____ Signature: _____ Date: _____

Assistant Dean Approval (PGS&R): _____ Date: _____ Stamp _____

General Guidelines

- 1- Principal investigator is responsible to submit to the Office of Assistant Vice President for Postgraduate Studies & Research the final report after the completion of the project
- 2- Electronic version of the final report will be published on AVP-PSR website.
- 3- All equipment must be returned to the person in charge in the college upon the completion of the research project.
- 4- All contracts should be closed before submitting the final report.
- 5- Failure to submit a final report by the due date will jeopardize the college/ department/ researcher's eligibility for future grant support.