



# THE SIR ROSS AND SIR KEITH SMITH FUND

## RESEARCH & DEVELOPMENT PROJECT REPORTING TEMPLATE

THE TEMPLATE IS TO ASSIST YOU IN PREPARING REPORTS FOR THE COMMITTEE. REPORTS ARE REQUIRED TO BE SUBMITTED THIRTY (30) DAYS PRIOR TO THE QUARTERLY MEETINGS OF THE COMMITTEE WHICH MAYBE HELD IN THE FIRST WEEK OF MARCH, JUNE, SEPTEMBER AND DECEMBER

**Project Name:** \_\_\_\_\_

**Progress / Final Report Type:** \_\_\_\_\_ **Progress / Final**

**Report No:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_

\_\_\_\_\_

## **1 Executive Summary**

Provide an executive summary which states the key objectives and findings of the Project.

## **2 Project Objectives**

Provide a restatement of the objectives in summary form. Any revision of objectives from the original application to the Fund must be identified and justified.

## **3 Project Management**

Provide brief details of any project management issues including (without limitation):

- personnel changes and recent appointments to the project,
- meetings held by the project management group,
- workshops held by participants of the project.

## **4 Progress Achieved during reporting Period**

Provide a detailed comparison of project progress relative to the project plan as submitted with original application.

Provide a commentary outlining progress achieved in the reporting period. This should include both successes and disappointments.

## **5 Expenditure Report**

Provide brief details of:

- actual expenditure from commencement of project to date,
- anticipated expenditure in immediate future.

## **6 Fund Acknowledgement**

Provide brief details of any acknowledgments of the Fund.

## **7 Published Papers / Workshop Agenda**

Provide brief details of any papers presented or published. Copies to be attached.

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*Signature*

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*Contact Telephone No*

***NOTE: THE REPORT SHOULD BE LIMITED TO TEN (10) PAGES***

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