**The University of Melbourne**

**Research, Innovation and Commercialisation**

**Internal Grant Final Report Form**

Researchers must submit a Final Report and Financial Acquittal for all Internal Grants. The completed report should be signed by an appropriate Faculty Finance representative, the Head of Department or equivalent, and a copy made available to any collaborators. Queries and completed forms should be submitted electronically via [res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au) .

# A: General information

**Chief Investigator Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **CI Name** |  | **Position** |  |
| **Department** |  | **Department** |  |
| **E-mail** |  |  |  |

**Scheme Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Scheme title** |  | | |
| **Title of Grant** |  | | |
| **Themis Agreements #** |  | **Awarded amount** | **$** |
| **Start Date** |  | **End date** |  |

**External Collaborator Details** If there are no external parties collaborating on this project, you may skip this section.

|  |  |
| --- | --- |
| **Name of Industry Partner/Collaborating Institution(s)** |  |
| **Location(s)** |  |

# B: Project Summary

**Plain Language Media Release Summary of your Project**

*Please supply a 100-word summary suitable for release to the media. Avoid using technical terms or jargon.*

**Final Report**

*Section A - Comment on the extent to which the aims and objectives of your project were achieved.*

*Section B - List any publications planned or arising from the research.*

*Section C - Comment on collaboration(s) arising from this grant and the likelihood of further research opportunities*.

*Section D - Comment on the likelihood of further funding opportunities arising from this research.*

# C: Project Income & Expenditure

***Please provide details of the project income (funds received) and project expenditure (funds spent) to date.***

|  |  |  |
| --- | --- | --- |
| Project Funds Approved | Project Funding Spent | Unspent Balance ($) |
|  |  | **$**[[1]](#footnote-2) |

*\*Unspent funds to be recouped.*

|  |  |
| --- | --- |
| **Is there a variance between amounts requested and spent?** | No  Yes |

*If yes, please provide an explanation for budget variances.*

**Verification** [[2]](#footnote-3) (Post award Finance Team Member)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***✓*** | I confirm that the amounts stated above align with the specific project account strings. | | | | | |
| **Name** | |  | **Signature** |  | **Date** |  |
| **Faculty & position** | |  |

|  |  |
| --- | --- |
| **Accounts string to recoup any unspent central funds** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***✓*** | I acknowledge that final reports are received by RIC on behalf of Chancellery (Research) and may be submitted to the Pro Vice-Chancellor (Research Capability) for review. | | | | | |
| **Lead CI name** | |  | **Signature** |  | **Date** |  |
| **HoD name** | |  | **Signature** |  | **HoD position** |  |

1. This figure should match balance by your Faculty Finance Representative [↑](#footnote-ref-2)
2. Verification of amounts should be done by a Faculty Finance Representative or Post Award Finance officer. [↑](#footnote-ref-3)