
Final Report Template for Research Cluster Project

The final report must be completed within 2 months of the close of the project.

Maximum of 5 pages long, one sided only. Please use Times New Roman font, size 12.

1. Name of Research Cluster.

2. Name of Research Cluster Leader.

3. Title of Project.

4. Names of Project Leader and Team

5. Project time frame.

Start date:

End date:

Duration of project:

6. Publications and/or potential publications that will result directly from work done during the project

7. Personnel trained directly from work done during the project

8. Summary of main findings and work completed

9. Evidence of project developing further research collaboration and/or funding opportunities

10. Summary of expenditure with respect to agreed budget (in cases of Accountable Advance, please include evidence of approved Acquittal form signed by fund controller)

**Please include in report and/or attach any other information (such as photographs, any printed outputs, video/audio files, etc) that could be used for marketing/promoting your cluster and for reporting purposes.*

To the best of our knowledge and belief, the statements made in this report are true and the information provided is correct.

Project Leader: _____ **Signed:** _____ **Dated:** _____

Research Cluster Leader: _____ **Signed:** _____ **Dated:** _____