**PROGRESS REPORT FORM**

**FOR BRUNEI RESEARCH COUNCIL GRANTS**

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| **PART 1. PROJECT DETAILS** | | | | | | |
| **Name of Project** |  | | | | | |
| **BRC Project Reference** |  | | | | | |
| **Research Cluster** | **Food Science & Technology** | |  | **Health & Biotechnology** |  | |
| **ICT & Digital Technology** | |  | **Energy** |  | |
| **Other (Please state cluster if selected)** | |  | **Specify Cluster if “Other” is selected:** |  | |
| **Institution / Agency** |  | | | | | |
| **Principal Investigator** |  | | | | | |
| **Allocated Budget** |  | | | | | |
| **Remaining Balance** |  | | | | | |
| **Start Date** |  | | | | | |
| **Expected End Date** |  | | | | | |
| **Duration** |  | | | | | |
| **Project Status** | **Ongoing** |  | | **On hold** | |  |
| **Seeking for time extension** |  | | **Others (please specify)** | |  |

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| **PART 2. PROJECT OVERVIEW**  **1. Please list the planned outcomes or deliverables of this project** | | |
| **No.** | **Planned Project Outcomes / Deliverables** | **Timeline** |
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| **2. Please list the milestones / achievements up to evaluation period** | | | | |
| **No.** | **Milestones / Achievements** | **Original Delivery Period** | **Actual Delivery Period** | **Explanation on the deviation in the delivery period** |
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| **PART 3. EXPENDITURE FOR THE PROJECT**  **Summary of overall budget allocation and expenditure** | | | | | | | | | | |
| **No.** | **Expenses** | **Year 1** | | | | **Year 2** | | | | **Explanation on the deviation between expenditure and revised budget for each year** |
| Allocated Budget  ($) | Revised Budget  ($) | Expenditure ($) | Expenditure as % of revised budget (%) | Allocated Budget ($) | Revised Budget  ($) | Expenditure ($) | Expenditure as % of revised budget (%) |
|  | Manpower |  |  |  |  |  |  |  |  |  |
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|  | Equipment |  |  |  |  |  |  |  |  |  |
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|  | Operating Expenses |  |  |  |  |  |  |  |  |  |
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|  | Exceptional Items |  |  |  |  |  |  |  |  |  |
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|  | **Total** |  |  |  |  |  |  |  |  |  |

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| **PART 4. MANPOWER** | | |
| **1. Postgraduate Research Training** | | |
|  | Number | Briefly describe their contributions |
| Postdoctoral involved in the project |  |  |
| PhD students involved in the project |  |  |
| Undergraduate students involved in the project |  |  |
| **2. Other Personnel employed during this project** | | |
| Number of research assistants funded |  | |
| Number of Professional or Consultants |  | |
| Other Personnel involved (Please provide details) |  | |

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| **PART 5. EQUIPMENT USAGE**  **Please list equipment purchase for this project** | | | |
| **No.** | **Equipment** | **Date of purchase** | **Future plan for the equipment** |
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| **PART 6. TRAVEL EXPENSES**  **Please list any travel which took place for this project** | | | |
| **No.** | **Destination** | **Date of travel** | **Briefly describe the purpose of the travel** |
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| **PART 7. PERFORMANCE INFORMATION**  **Key Performance Indicators (potential outcomes) for this project** | | | | |
| No. | Key Performance Indicators (KPI) | Achievements during implementation / after completion of projects | | |
| Year 1 | Year 2 | Beyond year 2 |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
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| **PART 8. DECLARATION**  **Declaration by the Principal Investigator or Project Coordinator** |
| I declare that:  1. The attached progress report represents an accurate description of the work carried out in this project up to evaluation period;  2. The project (tick as appropriate)      Has fully achieved its objectives and technical goal for the period  Has fully achieved its objective and technical goals for the period with relatively minor deviation  Has failed to achieve critical objectives and / or is not at all on schedule  To my best knowledge, the financial statements which are being submitted a part of this report are in line with actual part.  Name of Principal investigator or project coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |