

**Saint Mary's University
FGSR Research Committee
Grantee's Progress Report for the Year**

In compliance with the Statement of Policy and Procedures of the FGSR Research Committee with regards to University Internal Grants, it is a requirement of a grantee that **a detailed report on the work** accomplished with the aid of funds from the Committee **must be submitted to the Committee with any new application for funds or twelve months after the grant award date.**

A grant is usually made for a period of one year, but it may be extended for an additional year. However, this is possible only if the grantee makes such a request in the annual report.

The report is in three parts. Part 1 is a short written summary of research accomplishments, Part 2 is a breakdown of expenditure of the grant and Part 3 is a request for grant extension (if necessary).

Date

Year Grant Received

Part 2 Breakdown of Expenditure of Grant

Amount of Grant received	\$ _____	
Travel (Destination) _____		\$ _____
Living Expenses _____ days at \$ _____ per day		_____
Student Assistants		_____
Other salaries		_____
Field trips		_____
Materials and supplies		_____
Other (please list items)		
_____	\$ _____	
_____	_____	
_____	_____	
		Total _____
Equipment (please list)		
_____	\$ _____	
_____	_____	
_____	_____	
		Total _____
Total Expenditure to date		\$ _____
Unspent Balance as of _____		\$ _____

Part 3 Request for Grant extension (if necessary)

Please check appropriate box.

An extension of the unspent and uncommitted grant is required for the purpose for which the grant was made.

An extension is not required and any unspent and uncommitted balance should be refunded to the University .