**NRF CENTRAL GAP FUND**

**FINAL PROJECT REPORT**

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| The Final Project Report shall be submitted within 3 months from the end of the Project term. Project Leads who fail to submit this report within the stipulated timeline will be debarred. Debarred Project Leads will not be eligible to submit new grant applications as Project Lead for a period starting from the final report submission, and ending one year from the date the overdue Final Report is received by NRF. Please complete ALL sections and indicate “NA” where applicable. Re-submissions will be required for incomplete reports. |

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|  | **PROJECT DETAILS** |
| **Project ID:** |  |
| **Project Title:** |  |
| **Project Lead:** |  |
| **Host Institution:** |  |
| **IEO:** |  |
| **Approved Grant Amount:** |  |
| **Project Duration** **(in months):** |  | **Start Date – End Date:** |  |
| **Progress Report Period:** |  |

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|  | **OVERALL ACHIEVEMENTS** |
| *Please summarise the achievements of the project (no more than 300 words).* |
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|  | **ACHIEVEMENTS** |
|  | **COMMERCIALISATION** |
| *Please summarise the commercialisation achievements of the project, including any collaborations, investments and licences secured, and any spin-offs started. The team should also highlight any other significant non-technical accomplishments of the project in this section.* |
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|  | **TECHNICAL** |
| *Please summarise the technical achievements of the project, including intellectual property applications. The team should attach a detailed technical report of the project in a separate document.* |
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|  | **MILESTONES** |
| *Please provide details of the milestones reached to date, referenced against the approved milestones of the project.* |

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| **Project Milestone** | **Projected Start Date** | **Projected End Date** | **Current Status****(Completed/ In Progress)** |
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|  | **IMPACT** |
| *Please provide details of the project outcomes and impact, referenced against the approved impact indicators.* |

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| **Project Outcome/Impact** | **Current Status** |
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|  | **DEVIATIONS FROM SCOPE/OBJECTIVE** |
| *Please list all amendments made to the proposal from the original approval given by NRF.* |

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| **Deviation** | **Justification** | **Date of Approval** |
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|  | **NEXT STEPS** |
| *Please briefly outline the plans of the team following project completion, particularly with regard to commercialisation and deployment plans if the project was successful, and plans to achieve the expected outcomes and impact in the original proposal.* |
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|  | **DETAILS OF TEAM MEMBERS** |
| *Use the provided template in Appendix C1 and provide details of the Project Personnel working and/or recruited under the grant, including those whose employment has ended.* |

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|  | **EQUIPMENT PURCHASE TRACKING** |
|  | **LIST OF EQUIPMENT THAT HAD BEEN PURCHASED** |
| *Use the provided template in Appendix C2 and list all equipment (costing $250,000 and above) that* ***had been purchased*** *for the project under the award so far, for full reporting period (i.e. from ‘Project Start Date’ to ‘Project End Date’). This list should include all equipment indicated in the original approved budget and any new equipment from variation request approved by NRF.* |

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|  | **LIST OF EQUIPMENT THAT IS PENDING PURCHASE** |
| *Use the provided template in Appendix C3 and list all equipment (costing $250,000 and above) that is* ***pending purchase*** *for the project under the award so far. This list should include all equipment indicated in the original approved budget* ***and*** *any new equipment from variation request approved by NRF.* |

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|  | **Publications of Results and Findings** |
|  | **LIST OF PUBLICATIONS OF RESULTS AND FINDINGS** |
| *With reference to Clause 13 of the T&Cs, the Institutions shall ensure that all publications arising from publicly-funded Projects are made openly available no later than twelve (12) months after the official date of publication. At the very least, the author-accepted manuscript[[1]](#footnote-1) of the publication shall be deposited in the Institution’s publicly accessible repository, which is to be listed on the NRF website.**Use the provided template in Appendix C4 and list all web-links to the publications or author-accepted manuscripts deposited in the publicly accessible repository.* *For any reported publications for which no web-links are provided, Project Leads are to provide the reasons (such as compliance with an embargo period from the publisher for depositing the publication), or a timeframe by which the publication or at least the Author-Accepted Manuscript can be deposited.* |

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|  | **[TO BE COMPLETED BY IEO] SUMMARY OF PROJECT MANAGEMENT ACTIVITIES** |
| *Please provide an assessment of the achievements of the project (including actual vs budgeted expenditure). Please also describe major project management and commercialisation activities undertaken by the IEO for this project, as well as future commercialisation plans.* |
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|  | **VARIATIONS** |
| *Please provide information on* ***all*** *variations approved for the project.* |

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| **Item** | **From (Vote)** | **To (Vote)** | **Amount (S$)** | **Justification** |
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|  | **BUDGET** |
| *Please provide basic details of the final approved budget[[2]](#footnote-2), projected budget to date, and actual expenditure to date.* |

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| **Category** | **Approved Budget****(S$)** | **Final Approved Budget****(S$)** | **Projected budget to date****(S$)** | **Actual expenditure to date****(S$)** | **Remarks****(if any)** |
| **EOM** |  |  |  |  |  |
| **EQPT** |  |  |  |  |  |
| **OOE** |  |  |  |  |  |
| **Overseas Travel**  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Virement Percentage[[3]](#footnote-3)** |  |  |  |  |

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| **Submitted By:** |  | **Date:** |  |
|  | [Signature and Name of Project Lead] |  |  |
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| **Endorsement by IEO:** |  | **Date:** |  |
|  | [Signature and Name of Director of IEO (or equivalent)] |  |  |

**Appendix C1**

**Manpower listing**

Details of Project Personnel employed under the grant must be provided in the manpower listing, and continously updated, including new additions and those whose employment have ended.

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| **S/N** | **Name of Staff** | **Designation** | **Institution** | **Start Date of Employment****(dd-mmm-yyyy)** | **End Date of Employment****(dd-mmm-yyyy)** | **Nationality** | **Country** |
| **a) Current Headcount** |
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| **b) Past Headcount** |
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| **Summary of Manpower** |
| **S/N** | **Manpower Category** | **Approved Headcount** | **Actual Headcount** |
| 1 | Research Fellow |  |  |
| 2 | Research Engineers |  |  |
| 3 | Business Development Manager |  |  |
| 4 | Others (please specify) |  |  |

**Appendix C2**

**List of equipment that had been purchased**

List all equipment (costing $250,000 and above) that **had been purchased** for the project(s) under the award so far, for full reporting period (i.e. from ‘Project Start Date’ to ‘Project End Date’. This list should include all equipment indicated in the original approved budget and any new equipment from variation request approved by NRF. Please expand where necessary.

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| **S/N** | **Equipment Purchased, Costing $250,000 and Above (using NRF’s grant approved for this project)** |
| **Name and Description of the Equipment Purchased** | **Rate of Utilisation [Average usage hours per week]** | **Is equipment open for sharing? [Yes/No] [Note: If ‘No’, please provide reasons under the ‘Remarks’ column]** | **Current Exact Location of the Equipment** | **Invoice Reference Number/s** | **Purchased Price (S$)** | **HI Asset Reference ID** | **Remarks** |
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**Appendix C3**

**List of equipment that is pending purchase**

List all equipment (costing $250,000 and above) that is **pending purchase** for the project under the award so far. This list should include all equipment indicated in the original approved budget **and** any new equipment from variation request approved by NRF. Please expand where necessary.

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| **S/N** | **Equipment Pending Purchase, Costing $250,000 and Above (using the NRF’s grant approved for this project)** |
| **Name and Description of the Equipment to be Purchased** | **Expected “Month” and “Year” that Equipment will be Purchased?****[Note: If purchase date is less than 6 months before the original ‘Project End Date’, please provide reasons under the ‘Remarks’ Column]** | **Remarks** |
| **Month** | **Year** |
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**Appendix C4**

**Web-links to Deposited Publications**

List all web-links to the publications or author-accepted manuscripts deposited in the publicly accessible repository. **For any reported publications for which no web-links are provided, Project Leads are to provide the reasons** (such as compliance with an embargo period from the publisher for depositing the publication), **or a timeframe** by which the publication or at least the Author-Accepted Manuscript (AAM) can be deposited.

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| **Journal Publications (Top 10%)** |
| **Title of Publication** | **Name of Journal** | **Published Date****(dd/mm/yyyy)** | **Deposited Date****(dd/mm/yyyy)** | **Web-link to Publication or AAM in openly accessible repository** |
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| **Journal Publications (Not Top 10%)** |
| **Title of Publication** | **Name of Journal** | **Published Date****(dd/mm/yyyy)** | **Deposited Date****(dd/mm/yyyy)** | **Web-link to Publication or AAM in openly accessible repository** |
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1. The author accepted manuscript (AAM) is the full and final text of the work (as accepted for publication including all changes arising from peer review). Documents that have been typeset or copyedited by the publisher are not AAMs. [↑](#footnote-ref-1)
2. The final approved budget referred to in this table should take into account any virements that had been approved. [↑](#footnote-ref-2)
3. Virement percentage is the cumulative variation amount over the total approved budget. For more details on variations, refer to ‘Variations to the Project’ segment under the Guidelines for the Management of Innovation and Enterprise Grants. [↑](#footnote-ref-3)