**NRF CENTRAL GAP FUND**

**YEARLY PROJECT PROGRESS REPORT**

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| Yearly Progress Reports shall be submitted within two (2) months from the end of each Financial Year (i.e. by 31 May). 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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|  | **SUMMARY**  |
| *Please summarise the progress of the project (no more than 200 words).*  |
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|  | **OVERALL PROGRESS** |
|  | **COMMERCIALISATION** |
| *Please describe the significant commercialisation accomplishments achieved to date, including any collaborations, investments, licences secured, potential customers/partners and any spin-offs started.* |
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|  | **TECHNICAL** |
| *Please describe the significant technical accomplishments achieved to date, including, project outcomes and impact, and intellectual property applications.* |
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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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| **Projected Start Date** | **Projected End Date** | **Project Milestone** | **Current Status****(Completed/ In Progress/ Not Started)** |
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|  | **DEVIATIONS FROM SCOPE/OBJECTIVE** |
| *Please highlight any delay or deviation from milestones or implementation methodology (e.g. changes to key staff), as well as remedial actions taken.*  |

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| **Deviation** | **Justification** | **Remedial Actions** |
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|  | **PROJECT PLAN** |
| *Please provide a brief outline of the project plan and the commercialisation activities for the next progress report period.* |
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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.* |

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|  | **[TO BE COMPLETED BY IEO] SUMMARY OF PROJECT MANAGEMENT ACTIVITIES** |
|  | **ASSESSMENT OF PROJECT PROGRESS** |
| *Please provide an assessment of the progress of the project (including actual vs budgeted expenditure), and describe major project management and commercialisation activities undertaken by the IEO for this project.* |
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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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| **Vote** | **Approved Budget****(S$)** | **Final Approved Budget**2**(S$)** | **Projected budget to date****(S$)** | **Actual expenditure to date****(S$)** | **Remarks****(if any)** |
| **EOM** |  |  |  |  |  |
| **EQPT** |  |  |  |  |  |
| **OOE** |  |  |  |  |  |
| **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 approved virements. [↑](#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)