**Final Report Submission format to obtain Research Allowance as per the Management Circular No.02/2014**

1. **RESEARCH IDENTIFICATION**
2. Title of the Research :
3. Approved latter No & Date:
4. Research Project commencement date :
5. Research Project Completion date:
6. Duration of the Research Project (in months) :
7. Research Field covered by the proposal :
8. Researchers:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Researcher 1**  **(Principal Researcher)** | **Researcher 2** | **Researcher 3** |
| Name |  |  |  |
| Designation |  |  |  |
| Official Address |  |  |  |
| Telephone No. |  |  |  |
| Fax No. |  |  |  |
| e-mail |  |  |  |

1. **TECHNICAL INFORMATION**
2. Summary of the Research Project (Not more than 500 words)
3. Objectives achieved (Not more than 200 words)
4. Description of the work against the action plan (Not more than 200 words)
5. Discussion on results and observations (Not more than 200 words)
6. Outcome of the research Project (please attached the relevant documents)
7. Proposed follow up action on outcome.
8. Proposals on adopting the outcome of the research towards Social/ Industrial / Economic/ Academic development of the country. (Not more than 200 Words)

**C**.  **Declaration and Recommendation**

1. Declaration of the Researcher/s

I/We, the undersigned hereby submit the above Final Report confirm that all information provided herein are true and accurate to the best of my/our knowledge. Also I/we further confirm that I/we understand that if any information I/we have provided are found to be false, incorrect or misleading, it renders me/us ineligible for obtaining the research allowance and is/ are subjected to any disciplinary and /or criminal procedure.

Further the I/We request to extend the approval for the payment of Research Allowances to me/us as per the Management Circular No 2/2014 in relation to the above Research Project until …………………………………………………….

Name of Applicants Signature Date

…………………………………………………….………. ………………………………….. …………………………………..

…………………………………………………….………. ………………………………….. …………………………………..

…………………………………………………….………. ………………………………….. …………………………………..

1. Declaration of the Head of the Organization (Should be filled in relation to each applicant separately)
2. Name of the Researcher ……………………………………………………………………………………………………………………
3. Designation ………………………………………………..……………………………………………………………………………………..
4. Title of the Research …………………..……………………………………..……………………………………………………………...

I do hereby that certify that I have elevated the Final Project Report by Prof./ Dr./ Mr./ Mrs./ Ms. …………………………………………………………………………………………………………………………………(Designation) In conducting the Research titled ……………………………………………………………………………………………………………………………………………………………. and satisfied/ not satisfied about the outcome achieved to the Research Project.

There for I recommend/ do not recommend the above Project Report and the request to extend the approval of the payment of Research Allowances to Prof./ Dr./ Mr./ Mrs./ Ms. …………………………………………………………………………………………………………………………………(Designation) as per Management circular No 2/2014 until …………………………………………………………………….

…………………………………………………….. ……………………………………………...

**Head of the Organization Signature and date**

**(Seal)**