

Project Closure Report

Instructions for completion of the form:

- Please complete all the sections (Extra lines can be added if necessary)
- The form is currently in PDF format. After completion, it should be submitted to the Grants Director: Capacity and Strategic Platforms Grants at the NRF. Scanned copies can be emailed to the NRF on condition they are signed. Original signed forms should be sent by mail.

1. Personal information

Details of the current grant holder	
Surname, Initials, Title	
ID Number	
Employing institution	

2. Grant information

Details of existing grant	
NRF Funding Programme	
Application Reference Number	
UID	
Descriptive Title	
Funding Year, e.g. 1 st	
Year for which project first received funding	
Total no. of years for which project received funding	

3. Reasons for terminating the project

Please provide main reasons for your decision to terminate the project prematurely?

4. Proposed date and period of termination

Termination date	
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5. Narrative progress report

Please provide a comprehensive narrative status report on the research project's progress by answering the following questions.

5.1 What has been achieved to date in relation to the project's stated objectives?

5.2 What can be recommended to avoid circumstances similar to those that led to premature closure of your research project?

6. **Student supervision status** (Only NRF funded students linked to this project)

6.1 Please provide information on postgraduate students still participating in the project during the current funding year?

Student Name	Student No	Study Level	Expected Year of Graduation

6. 2 Where applicable, please indicate how the students, mentioned in 6.1 are to be affected by the proposed closure and what measures are being undertaken to ensure that their supervision is least likely disrupted?

7. Financial report and assets

7.1 Please provide an updated financial report of the terminated project

7.2 Please list all assets acquired through the use of the grant, if any. Indicate what will happen to each asset after the project is terminated.

Description of asset	Current status of asset

8. Additional information

7.3 Is there any other relevant information you deem important for the NRF to note? If yes, please include it below (Maximum recommended space: ½ A4 page)

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Declarations

Current Grant holder

I (Name and Surname) _____ declare that the information provided above is, to the best of my knowledge, a true and accurate reflection of the past and current facts concerning the project I have been the grant holder and principal investigator from _____ 20____ to _____ 20_____.

I further declare that I am aware of my obligations and liabilities/potential liabilities in the event of pre-mature terminations of projects in terms of the current Conditions of Grant (CoG) attached to the funding of the project.

Grant Holder Signature

Date

Endorsements:

Supervisor/Principal Investigator (PI) and/or Head of Department

I (Name and Surname) _____ as Supervisor and/or Head of the Department support the closure of this project.

**Supervisor/PI and/or
Head of Department signature**

Date

Research Officer Name

Signature

Date

Official Capacity _____



Official Stamp

NRF Administrative Purposes Only

NRF Reviewing Officer Name:

NRF Reviewing Officer Position:

Recommendation:
