# **GRANT ACQUITTAL FORM**

|  |  |
| --- | --- |
| **RECIPIENT** (Admin Org): |  |
| **CHIEF INVESTIGATOR:** |  |
| **ASSOCIATE INVESTIGATORS:** |  |
| **TITLE OF PROJECT:** |  |
| **PROJECT REFERENCE #:** |  |
| **DATE PROJECT COMMENCED:** |  |
| **DATE PROJECT COMPLETED:** |  |

## 1 FINANCIAL ACQUITTAL

###### to BE SUBMITTED WITHIN 60 DAYS OF COMPLETION OF THE GRANT FUNDING PERIOD

Add additional lines as necessary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPENDITURE *(ex-GST)*** | **$**  *(Budget)* | **$**  *(Actual)* | **$**  *Variance* | **COMMENTS** |
| 1. Salary & Wages  (Specify personnel employed) |  |  |  |  |
| 2. Salary on-costs |  |  |  |  |
| 3. Equipment  (Specify items over $500) |  |  |  |  |
| 4. Consumables  (Specify items over $500) |  |  |  |  |
| 5. Travel  (Specify details) |  |  |  |  |
| **TOTAL EXPENDITURE:** |  |  |  |  |
| **TOTAL GRANT:** |  |  |  |  |
| **SURPLUS\* / (DEFICIT):** |  |  |  |  |

* Any surplus Grant funds must be repaid to CRF, or written permission sought to extend the Grant Funding Period by no more than twelve months. Any deficits in funds which are necessary to complete the project remain the responsibility of the Recipient and will not be funded by CRF.

###### DECLARATION

The Grant has been expended to the extent of *[insert amount / fully expended]* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the research project, in compliance with the purposes and conditions specified in the Funding Terms and Conditions as signed by the Recipient and its Chief Investigator dated: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_*.*

**SIGNED:** Chief Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ Recipient's Chief Finance Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_

## 2 SUMMARY OF KEY OUTCOMES

###### ONE-page SUMMARY: *[MS Word format]*

Attach a one-page summary, in terms that would be understandable to a layperson, outlining the key outcomes achieved in relation to your research project.

This summary will be published on the Research Page on the CRF website.

## 3 MEDIA SUMMARY OF RESEARCH FINDINGS

###### summary of 50-75 words: *[MS Word format]*

Provide a brief summary of 50-75 words, in terms that would be understandable to the general public, that could be used as a basis for a media release for Channel 7 Adelaide.

## 4 COMMERCIALISATION OF RESEARCH PROJECT OUTCOMES

###### INTELLECTUAL PROPERTY: *[MS Word format]*

To the extent possible, summarise any intellectual property developed during your research project, which you intend to commercialise.

## 5 PUBLICATIONS LIST

###### LIST *[MS Word format]]*:

* All publications, clearly identifying whether:
  + published;
  + in press;
  + submitted for publication; or
  + in preparation;
* Unpublished papers; and
* Conference presentations arising from this research project.

The support of CRF should be appropriately acknowledged with sufficient prominence in any publications, papers, reports or articles resulting from research projects funded by CRF.

## 6 PUBLICATIONS COPIES

###### FORWARD A COPY OF ALL publications, PAPERS, PRESENTATIONS, REPORTS and articles FOLLOWING THEIR PUBLICATION

Refer to the Funding Terms and Conditions (Obligations of Recipient, clause 1.1 c), requiring the Recipient to

*“… ensure that Researchers (including by making it a condition of any employment or service contract) forward to CRF any conference abstracts, published papers and other materials arising from the Research Project as they become available from time to time* ***during the Grant Funding Period and for a period of 24 months after the end of the Grant Funding Period****.”*

**RETURN THE ACQUITTAL REPORTS BY EMAIL TO CRF@CRF.ORG.AU**