



**LE IUNIVESITE AOA O SAMOA
NATIONAL UNIVERSITY OF SAMOA**

University Research & Ethics Committee

Final Report Template

Approved 20 November 2014

I. RESEARCH PROPOSAL DETAILS

TITLE OF PROJECT: _____

PRINCIPAL RESEARCHER¹: _____

FACULTY/CENTRE: _____

ASSOCIATE RESEARCHER (S)²: _____

RESEARCH SUPPORT STAFF³: _____

FACULTY(IES)/CENTRE(S): _____

DURATION OF PROJECT⁴: _____

DATE OF SUBMISSION: _____

II. RESEARCH AIMS AND OBJECTIVES⁵

What are the aims and objectives of the research?

¹ State the individual whom will assume reporting and financial responsibilities under the approved project.

² State the individual(s) whom are part of the research team, as approved by UREC; all individuals must either be members of the University staff of student body.

³ If any, give number required, names and qualifications, if known; if not known at this time, the names and qualifications must be included on Progress or Final Reports.

⁴ As approved by UREC in the research proposal; state in months.

⁵ As approved by UREC in the research proposal.

III. SUMMARY OF RESEARCH

a. Outline all research activities completed to date.

- List all research activities completed and to be completed.

b. Did your research progress as planned? Why or why not?

- How did you manage the research going forward?

c. What activities have been undertaken to share, present and/or publish the research?

- Provide any evidence of presentation and/or publication.

d. List all equipment purchased with UREC funds during the project⁶

- Include cost of equipment and supplier.
- Indicate where and how the equipment will be stored.
- Indicate how ongoing costs (e.g. license renewal costs, batteries etc.) associated with the equipment's use will be covered.
- Indicate how the equipment will be used after the project is completed.

⁶ Any equipment purchased with UREC funds and worth SAT\$500 must be declared to UREC Finance personnel and listed on the NUS asset register.

IV. SUMMARY OF APPROVED BUDGET⁷

Travel: _____

Subsistence & Accommodation: _____

Equipment & Consumable: _____

Research support staff: _____

Miscellaneous: _____

TOTAL _____

V. SUMMARY OF ALL INSTALMENTS RECEIVED⁸

Instalment 1 amount: _____

Date instalment received: _____

Instalment 2 amount: _____

Date instalment received: _____

Instalment 3 amount: _____

Date instalment received: _____

Total: _____

⁷ As was approved by UREC.

⁸ Instalments received during the reporting period and as was approved by UREC.



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VII. CERTIFICATION BY PRINCIPAL RESEARCHER

I certify that all the details contained in this progress report are true and that all research partners and co-investigators agree that this report is an accurate representation of the project's progress so far.

Name: _____

Signature: _____

Date: _____

Terms and Conditions for all Researchers to follow
As approved on 5th October 2001, Amended 2005

1. The project shall be carried out within a period of 12 months and at such time a detailed report of its implementation and outcome shall be provided to the Committee.
2. The Committee may at any time require a progress report from the researcher.
3. A copy of the completed research must be deposited with the Institute upon completion of the research.
4. The Researcher shall be accountable to the Committee for the funds given by providing receipts or other evidence of expenses and a log book of activities for the duration of the research.
5. The Researcher shall not publish the whole or any part of the outcome of the research without the written approval of the Committee being obtained.
6. The Researcher agrees to be bound by universal ethics and good practices of research and a code of research ethics that may be adopted by the National University of Samoa and amended from time to time.
7. The Researcher declares that the funding granted by the University is the only funding which he/she will receive to fund what is being sought and approved for this research.
8. The Researcher declares that the funds will be used for the purposes stipulated and detailed in the research budget unless an alternative use is approved by the Committee or the Director of the Centre for Samoan Studies.
9. Acceptance by the researcher of the offer comprises acceptance of all the conditions expressed and implied by this offer.
10. No monies shall be disbursed before acceptance of the offer by the researcher has been effected and a plan for the disbursement of funds is lodged with the Director of the Centre for Samoan Studies and the Finance Registrar.
11. In the event of the researcher breaching any of the terms and conditions of the funding hereby provided the Committee may take whatever action is necessary against the researcher including demanding that the researcher repays to the University all or part of any funds disbursed for the project.