



LE IUNIVESITE AOA O SAMOA  
NATIONAL UNIVERSITY OF SAMOA

*University Research & Ethics Committee*

## Progress Report Template

Approved 20 November 2014

### I. RESEARCH PROPOSAL DETAILS

TITLE OF PROJECT: \_\_\_\_\_

PRINCIPAL RESEARCHER<sup>1</sup>: \_\_\_\_\_

FACULTY/CENTRE: \_\_\_\_\_

ASSOCIATE RESEARCHER (S)<sup>2</sup>: \_\_\_\_\_

RESEARCH SUPPORT STAFF<sup>3</sup>: \_\_\_\_\_

FACULTY(IES)/CENTRE(S): \_\_\_\_\_

DURATION OF PROJECT<sup>4</sup>: \_\_\_\_\_

DATE OF SUBMISSION: \_\_\_\_\_

### II. RESEARCH AIMS AND OBJECTIVES<sup>5</sup>

**What are the aims and objectives of the research?**

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<sup>1</sup> State the individual whom will assume reporting and financial responsibilities under the approved project.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> As approved by UREC in the research proposal; state in months.

<sup>5</sup> As approved by UREC in the research proposal.

### **III. SUMMARY OF RESEARCH PROGRESS**

#### **a. Outline the progress made towards achieving the research objectives during the reporting period.**

- Clearly outline completed research activities.
- Clearly outline research activities to be completed.

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

- Please indicate any issues that could affect the ability of the research team to meet the research objectives. For example:
  - delays in the research process
  - changes to the geographic focus/research objectives
  - changes to research team personnel/local partners
- How will these issues be managed by the research team going forward?

**IV. SUMMARY OF APPROVED BUDGET<sup>6</sup>**

Travel: \_\_\_\_\_

Subsistence & Accommodation: \_\_\_\_\_

Equipment & Consumable: \_\_\_\_\_

Research support staff: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**V. SUMMARY OF INSTALMENT(S) RECEIVED**

Instalment amount<sup>7</sup>: \_\_\_\_\_

Date instalment received: \_\_\_\_\_

**Total instalment(s) received<sup>8</sup>:** \_\_\_\_\_

**VI. EQUIPMENT PURCHASED WITH FUNDS RECEIVED<sup>9</sup>**

**a. List all equipment purchased with UREC funds during the reporting period.**

- Include cost of equipment and supplier.
- Indicate where and how the equipment will be stored.

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<sup>6</sup> As was approved by UREC.

<sup>7</sup> Instalments received during the reporting period and as was approved by UREC.

<sup>8</sup> Includes all instalment(s) received.

<sup>9</sup> Any equipment purchased with UREC funds and worth SAT\$500 must be declared to UREC Finance personnel and listed on the NUS asset register.



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## VII. ACQUITTAL REPORT<sup>10</sup>

Provide an account of research expenses incurred during the reporting period. See example below.

<b>Instalment amount</b>	xxxx.xx	Date instalment received: xx/xx/xxxx
<b>Total</b>	xxxx.xx	

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Details of expense</u>
xx/xx/xxxx		xxx.xx	
xx/xx/xxxx		xxx.xx	
xx/xx/xxxx		xxx.xx	
<b>Total expenses</b>		xxxx.xx	Endorsed by UREC Finance personnel:  (Finance to sign upon receipt of all receipts and copy of progress report)
	<b>Balance</b>	xxxx.xx	Any un-expensed funds must be receipted back to Finance with the associated receipt included in future progress and/or final report

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<sup>10</sup> All original receipts must be given to UREC Finance personnel with only copies of receipts to be provided along with progress and/or final reports.



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## **VIII. 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 5<sup>th</sup> 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.