



CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY

ANNA UNIVERSITY, CHENNAI - 600 025

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Lr. No: 2223ADM068/CSRC

Dated: .06.2022

CIRCULAR

To

All the HOD's / Directors,
All the Deans of the campuses,
All the Faculty members of University,
Anna University.

Dear Sir / Madam,

Sub: CSRC - Funded projects - Submission of "Project Completion Report and Check list" - Regarding.

The CSRC expresses its best appreciation to the faculty members of Anna University who are actively involved in Research and Developmental activities with the funded project(s) from various funding agencies. In addition to revenue generation, your research benefits the University at various levels: Publications, University Citation, NIRF/NAAC/QS ranking etc.

As part of the Anna University e-governance process, the CSRC introduces a simple template of "Project Completion Report & Check list" which benefits the University and research faculty at large.

1. To provide No Dues without any delay for the retiring faculty
2. Officially closing the funded project file at CSRC
3. Data collection on
 - a) Publication(s) / Patent(s) from the funded projects
 - b) Number of Ph.D/MS produced from the funded project
 - c) JRF/SRF/Skilled labor produced from the funded project
4. Project outcome (TRL) assessment for possible commercialization

Hence, the research faculties are requested to kindly submit the project completion report and checklist as enclosed in the annexure for each funded project separately.

DIRECTOR

Encl: Annexure of Project Completion report and Check list



CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY ANNA UNIVERSITY

PROJECT COMPLETION REPORT

[to be submitted to CSRC after completion of Each funded project]

A Investigators Details			
1.	Project Title		
2.	Funding Agency		
3.	National /International		
4.	Principal Investigator Designation and address		
5.	Co - Principal Investigator(s) Designation and address	Co PI 1: Co-PI 2: Co-PI3:	
6.	Any external collaborators involved in the project	Yes:	No:
7.	Any MOA/MOU signed	Yes:	No:

B Project Details				
1.	Project sanction reference no			
2.	Project Duration			
3.	Budget Sanctioned			
4.	Budget Released	Date of release	Amount	CTDT proc no
	I Instalment			
	II Instalment			
	III Instalment			
5.	Any major Equipment purchased (costing more than 10 lakhs)	No		
		Yes	Cost of the Equipment	:
6.	Any Extension obtained from funding agency	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.	Utilization Certificate	I year		
		II Year		
		III Year		
8.	Percentage of Fund Utilization (based on the amount received)			

9.	Any unspent money returned to the funding agency	No				
		Yes	Amount:			
			Mode of return:			
			DD	Bharatkosh	Others	
10.	Any audit objection received	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
11.	Whether the project completion report submitted to the funding agency	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
12.	Whether project closure certificate received from funding agency	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
13..	Outcome of the project	Product	Patent	Publications	Ph.D	
14.	The TRL level of the Project outcome	TRL 1- 3		TRL 4-6	TRL 7-9	
15.	Whether the PI is interested in continuing the project to improve the TRL?	No: Yes: NA:				

It is certified that the project has been completed and the proposed objective are met. The received fund has been utilized as per the Funding agency/Anna University norms. There is no unspent money left in the project. The project completion report and final UC have been submitted to the funding agency.

Name and Signature of PI

Name and Signature of Co-PIs

Director/HOD of the PI

Office Use

Verified the submitted documents

REMARKS:

DH

Superintendent

Director CSRC



CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY
ANNA UNIVERSITY
CHECKLIST:: PROJECT COMPLETION REPORT

1.	Project Title	
2.	Funding Agency	
4.	Principal Investigators	PI: Co-PI 1 Co-PI2: Co-PI3:

S No	Documents Enclosed	Yes	No	NA
1	Project Sanction copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CTDT proceedings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Project Extension letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Utilization certificate copies (year wise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Utilization certificate copy Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Reply to audit objection (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Project Completion Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Unspent money return details (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Publication (First page of publication)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Patent details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Conference/Seminar presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Project closure certificate received from the Funding agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name and Signature of PI

Name and Signature of Co-PIs

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