

Completion Report of Basic Research Grant

(To be submitted to the registrar)

Name:
Designation:
Department:
Basic Research Grant Number:
Period of the Grant:

A. Write a summary on your research activities on which you have spent the grant (within 250 words)

B. Answer each of the following questions (B1 to B10)

B1. Have you or your students attended any conference or research meeting by spending this grant money? yes /no

B2. Have you paid any publication charge of journals and registration fees of conferences? Yes/no

B3. Have you supported any foreign professor/researcher to visit BUET for collaboration? Yes/no

B4. Have you employed any research assistant / student? Yes/no

B5. Have you bought any chemicals/materials/equipment (etc.)? yes /no

B6. Have you bought any computer and accessories? Yes/no

B7. Have you bought any software? Yes/no

B8. Have you spent the money for data collection and computing facility? Yes/no

B9. Have you paid membership fees of professional bodies from this grant? Yes/no

B10. Have you spent the money beyond the scope of B1 to B9? Yes/no

Write justification for each of the above questions B1 to B10 which has "yes" answer focusing your research activities and research outcomes. Each item should not be more than 200 words.

C. Give the list of publications (journals and conferences) in which you have acknowledged the basic research grant of BUET during the grant period.

D. Attach a summary sheet of your expenditure (You need to submit all money receipt and expenses documents together with a copy of this report for comptroller office.)

*All non- consumable items (any hardware/software) must be entered in department inventory as per university rule.