



# HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan)



For HEC use only  
Proposal Identification Number

## **1<sup>st</sup> Progress Report (FY 2017-18)**

### **1. Project/PI particulars**

Project Code	
Title of Project	
Name of Principal Investigator	
Email & contact #	
Department & University/Institute	
Name & contact details of (Co-PI)	
Name & contact details of (Industrial Partner)	
Project start Date	
Duration	
Reporting Period	
Completion Date (Tentative)	
Total Approved Budget of project	
1 <sup>st</sup> Installment Received	Million PKRs. Dated:
2 <sup>nd</sup> Installment (to be paid)	Million PKRs.
Total Funds utilized (as per audit vetted expenditure statement)	Attach the audit vetted Copy as annex.
TDF Promotional Video provided?	Y/N (in case of No give valid reason)

2. List of Contents
3. Executive Summary
4. Project Team with Job Descriptions (Each staff 1 page JD as annex to this form with photograph)
5. Progress versus proposed Research Work Plan (4B) as per approved project document
6. Progress versus Business Plan (item 8) as per approved project document:
7. Details of interaction with Partner Industry;
  - a) Comments of the industry partner on project commercialization and integration in its setup or a new business. Explain its potential in terms of revenue generation and capacity building.
  - b) Frequency of Visits
  - c) Pictorial Proves (R&D at Industrial level)
  - d) Level of engagement of Industry Partner Financial & In kind (proves)
  - e) Copy of NON-Disclosure Agreement (NDA) and Material Transfer Agreement (MTA) signed and attach a copy.
8. Project KPIs for 2<sup>nd</sup> Year (Table with Score)  
(KPIs should be according to the approved business/work plan)

S.N	Parameter to be observed	Frequency	Time line	Score (1-10)

9. Over all Progress  
(Should be a table as per objectives (item 2)/Outputs (item 9) of approved project document)
10. Obstacles (if any with strategy/solution)
11. Patent/ licensing details?
12. Details of equipment purchased (exclude chemicals & consumables):
13. No of Publication (give proper list as Reference and attach copies as annex)
14. Recommendations (if any)
15. Level of satisfaction with Technology Development Fund:

a) Team



**b) Rules & Regulation**

**c) Modes operandi**



**d) Your recommendations for continuation of the TDF**



(Give a brief reason of your satisfaction level)

**16. Any other comments/suggestions (if any):**

**Note: Following documents are required:**

- 1<sup>st</sup> year progress report via email in soft form and hard copy via surface mail with covering letter (Annex-I)
- 1<sup>st</sup> year Audit utilization report duly verified/original/stamped/signed by the resident Auditor as per specimen is given below (Annex-II)
- Copy of Award letter (Annex-III)
- Budget Utilization Report (Annex-IV)
- Copy of Disclosure agreement (CDA)
- Copy of Material transfer agreement (MTA)
- Copy of license agreement (provisional with 1<sup>st</sup> year progress report but must with 2<sup>nd</sup> year)

## Annex- II

### Office of Treasure

University name: \_\_\_\_\_

City: \_\_\_\_\_

No : \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that below given details and correct as per Audit/Finance/Treasure office record.

#### 1st Year Annual/ Consolidated Utilization Report

Name of PI:

Project title:

Project Number:

PI Joint Bank Account number:

Name & Branch of Bank: \_\_\_\_\_

Sr.#	Items	Total Approved Funds as per award letter	1 <sup>st</sup> Installment Released/ funds received	Total Expenses	Balance ( If any)	Remarks (show amount balance as committed against bills or saving clearly)
A.	Salaries and Honorarium					
B.	Permanent Equipment					
C.	<b>Expendable Supplies</b>					
D.	Others; D1.Literature etc. D2.Local travel D3.Miscellaneous					
E.	Indirect cost: 15% if notified ORIC 2% if not notified ORIC					

\_\_\_\_\_  
(Signature/ Stamp of PI)

\_\_\_\_\_  
(Signature/ Stamp of Internal Auditor)

\_\_\_\_\_  
(Signature/ Stamp of Chair Department/Dean/Registrar)

\_\_\_\_\_  
(Signature/ Stamp of Director ORIC)

Note:

1. Balance amount mentioned in the utilization report will be adjusted in the next installment.
2. Over and above cost in any budget head isn't allowed.
3. Re-appropriation of the budget at any stage isn't allowed.
4. Committed amount will be treated as balance amount with the PI.
5. Please attach duly verified Bank Statement of the duration of expenditure statement.
6. Expenditure statement must be forwarded through ORIC/Directorate of Research/Dean/Registrar office.

## Annex- IV

### Budget Utilization Report (As per approved project Document)

(Rs. in million, please avoid simple calculations)

DESCRIPTION	YEAR 1 (HEC)		YEAR 1 (Industry)		Total Amount	
	Actual	Expense	Actual	Expense	Balance HEC	Balance Industry
<b>A. Salaries and Honorarium</b>						
PI: One month/year of initial basic salary (BPS____) @						
Co-PI: One month initial basic salary for the entire duration (BPS____) @						
Patent filing						
Subtotal:						

#### Prototype Development Cost

B. Permanent Equipment (Please attach invoice/quotation and expected delivery date for items costing over Rs 0.1 Million)						
Subtotal:						


C. Expendable Supplies						

Subtotal:						

**12A. ESTIMATED BUDGET FOR THE PROPOSED RESEARCH PERIOD (Rs. In million)-continued**

DESCRIPTION	YEAR 1 (HEC)		YEAR 1 (Industry)		Total Amount	
	Actual	Expense	Actual	Actual	Expense	Industry
<b>D. Others</b>						
D1. Literatur ; documentation, information, online literature search, contingencies, postage, etc.						
Subtotal:						

<b>D2. Local Travel (Destination and Purpose)</b>						
Subtotal:						

<b>D3. Miscellaneous</b>						
Audit Fee (Max. Rs 10,000)						
Accountant Fee (Max Rs. 10,000)						
Subtotal:						
Subtotal (D1 + D2 + D3):						
<b>E. Indirect cost (University overheads)</b>						
15% to University ORIC or 02% (in case ORIC is not notified) of Total direct costs to the university portion meet office support, utilities , etc.)						
<b>Grand Total (HEC 1<sup>st</sup> year A + B + C + D + E) vise versa:</b> 						
Please make sure calculations will be correct.						