



## **THE STAR PROJECT GRANT FUNDING AWARDS**

### **REPORTING REQUIREMENTS**

A written report on the progress being made with the research project should be submitted to the Project Coordinator of the STAR Project by the principal investigator three monthly from the date of the commencement of the award. The report should include evidence of the mentoring that is being provided to the named investigators.

Please provide a brief (one page) report using the attached report template.

It is important that confidential or other sensitive information is not included in the reports.

Reports are to be submitted to the Project Coordinator of the STAR Project for review by the Director of the STAR Project on behalf of the Consortium Group. The reports will be filed for audit purposes.

Ongoing funding for the project will be dependent on the STAR Project Coordinator receiving the three monthly reports.

Any queries can be directed to the STAR Project Coordinator or Director.



## THE STAR PROJECT RESEARCH GRANT FUND

### Report Template

#### GRANT IDENTIFICATION INFORMATION:

PI Name:	
Project title:	
Project Reference no:	
Project End Date:	

1. List project objectives (copy directly from proposal and where changes have occurred please comment why)
2. Provide timeline with milestones including dissemination
3. Progress on milestones (including whether milestones have been achieved)
4. Evidence of mentoring (document the frequency, time spent and nature of service given to date)
5. Financial statement showing expenditure to date

Please forward your completed report to the STAR Project Coordinator