**Skin Innovation Grant**

**Yearly Progress / Final Report**

**Section A: General Details**

|  |  |
| --- | --- |
| **Reporting Period** |  |
| **Original Award Dates** | DD/MM/YYYY to DD/MM/YYYY |
| **Principal Investigator (Host Institution)** |  |
| **Project duration** |  |

**Section B: Quantitative Progress**

1. **Expenditure**

Please work with your Finance officer to complete this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vote** | **(A) Original Budget**  *(as in LOA)* | **(B) Current Budget**  *(latest approved budget)* | **(C) Cumulative Expenditure to date** *(based on latest approved Fund Req)* | **(D) Budget Utilization (%)** |
| EOM (Manpower) |  |  |  |  |
| EQPT (Equipment) |  |  |  |  |
| OOE (Other Operating Expenditure) |  |  |  |  |
| Conference Expenses and  Overseas Travel |  |  |  |  |
| **Total** |  |  |  |  |
| ***Remarks (if applicable)***  *Pls include justifications if there was over-expenditure or under-expenditure.* | | | | |

1. **Key Performance Indicators (KPIs)**

* Please complete the following table with the targeted and accomplished Project KPIs to date (cumulative basis).
* Please provide additional data in the associated tables in **Annex A**, and attach relevant documents (e.g. RCAs, publications) with your submission.

| **S/N** | **Performance Indicator** | **Quantitative No. (as per LOA)** | **Quantitative No. Achieved to date** | **Comments** |
| --- | --- | --- | --- | --- |
| ***Project KPIs –*** *please list as per LOA* | | | | |
| **1** | **No. of new products/ processes/ technology disclosures/patents\*** |  |  |  |
| **2** |  |  |  |  |
|  |  |  |  |  |
| *\** Please describe how the product/processes/technology could improve health outcomes, service delivery or cost effectiveness. | | | | |

1. **Recruitment Progress**

* Please provide a brief status update on the recruitment progress for the project.

1. **Milestones (for Category 2 awards only)**

* Please complete the following table with the Milestones and Target Dates for completion as in the Letter of Award, the associated status of meeting these targets (ie not started / ongoing / completed) and any comments to explain the status of targets achievement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Milestones**  *(as in LOA)* | **Target date for completion**  *(as in LOA)* | **Status**  *(Not started / Ongoing / Completed)* | **Comments**  *(Explanation of status of achievement of targets)* |
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**Section C. Qualitative Progress Update** *(Please keep to a 3 page limit for this section)*

Give a brief report of your scientific progress. Include the following:

1. **Scientific Progress Update**

* Original project objectives and the extent to which they have been achieved
* Significant changes in the research compared with the original proposal (if any)
* Summarize key results and data obtained

1. **Problems Encountered and Proposed Solutions**
2. **Progress of Collaboration with Industry Partner (for Category 2 awards only)**

* Describe the to-date outcomes and output of the project, in particular the progress (including future plans) of the Project in relation with the Industry Partner.

1. **Future Steps for the Project (Final Report only)**

* Please describe plans for ensuring sustainability of follow-ups from the project outcomes

**Section D. Declaration**

*We, the undersigned, declare that all information reported here is accurate and to our best knowledge.*

***Principal Investigator:***

|  |  |  |  |
| --- | --- | --- | --- |
| Name : |  | Signature: |  |
| Designation: |  | Date: |  |

***Head of Host Institution:***

|  |  |  |  |
| --- | --- | --- | --- |
| Name : |  | Signature: |  |
| Designation: |  | Date: |  |

**Annex A – Tables with Details of KPIs**

**Publications**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Authors** | **Title of Article** | **Journal Name** | **Date of Publication** | **Issue No.** | **Page No.** | **Status** |
|  |  |  |  |  |  |  |  |
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**Presentations/Conference**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Authors** | **Title of Article** | **Type of Presentation (Oral / Poster)** | **Conference Name** | **Organiser** | **Country** | **Date of Presentation** |
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**Patents (where relevant only)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Inventors** | **Title of Patent** | **Covering Countries** | **Filing Office** | **Date of Filing** | **Date of Award** | **Status** |
|  |  |  |  |  |  |  |  |
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**Technology Disclosure (where relevant only)**

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| **No.** | **Inventors** | **Title of Disclosure** | **Covering Countries** | **Filing Office** | **Date of Filing** |
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**Awards (where relevant only)**

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| --- | --- | --- | --- | --- |
| **No.** | **Researchers** | **Name of Award** | **Awarding Authority** | **Date of Award** |
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