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| **Completion Report** | | | | | | |
| Funding Scheme: | **Research and Development Projects** | | | | |
| Project Number: | ECF | | | | |
| Project Title: | Environment and Conservation Fund | | | | |
| Name of Organisation: |  | | | | |
| Project Period: | From: | |  | To: |  |
| Date of Report Submission: |  | | | | |
|  | |  | | | | |
| **I certify that this report and statement of accounts are correct and that the goods and services purchased and acquired are necessary for the activities of the project and that the prices are fair and reasonable.**  Note:  This report shall be completed and signed by the Principal Investigator of the project as stated in the application form submitted. | | | | | |
| **Information of the Principal Investigator** | | | | | | |
| Name: |  | | | | | |
| Position Held: |  | | | | | |
| Signature: |  | | | | | |
| Official Chop of Organisation: |  | | | | | |

Please complete this Completion Report and submit it to the Research and Development Projects Vetting Subcommittee (R&DPVSC) Secretariat within 2 months of the completion of the project. Please note that this report will be reviewed by the R&DPVSC of the Environment and Conservation Fund (ECF) and, where necessary, made available for public inspection. For projects receiving a grant over HK$500,000, the Completion Report would be evaluated by an independent evaluator.

**(I) Detailed Content of Completion Report**

1. Project schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Commencement Date | | Completion Date | |
| Original | Actual | Original | Expected / Actual |
|  |  |  |  |

2. Project background (for projects receiving a grant over HK$500,000, to facilitate independent evaluation)

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3. Research methodology (for projects receiving a grant over HK$500,000, to facilitate independent evaluation)

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4. Summary of research work and outcome *(major findings, potential for further development of the research and proposed course of action, if any)*

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5. Realisation of the objectives *(please state how and to what extent the project objectives have been achieved; give reasons for under-achievements and outline attempts to overcome problems, if any)*

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6. Project deliverables, i.e. whether the pledged deliverables in the project proposal are achieved

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7. Dissemination of project results / technology transfer, e.g. publicity materials or publications produced, recognised international conference(s) in which paper(s) related to this project was/were delivered, if any  *(Please attach a copy for each type of material)*

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8. Layman’s summary *(describe in layman’s language the nature, significance, value and outcome of the project, in no more than 200 words. Please note that the information will be put on the ECF website for public information after endorsement of completion of the project)*

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**(II) Financial Report**

1. Detailed breakdown of expenditure (**For Universities and THEi, please provide a Statement of Accounts with clear breakdown of the income and expenditure items certified by concerned Finance Office. For others, please complete Enclosure.**)
2. Virement of fund (provide the details and reasons on overspending items)

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The Principal Investigator hereby confirms that the expenditures for “staff cost” have not, at any time, exceeded the maximum of ECF’s funding scale for the various categories of research supporting staff, as set out in the Guide to Application and indicated below –

|  |  |
| --- | --- |
| Student Research Assistant: | maximum of HK$63 per hour |
| Research Assistant II: | maximum of HK$18,000 per month (full-time)  or HK$105 per hour (part-time) |
| Research Assistant I: | maximum of HK$23,000 per month (full-time)  or HK$130 per hour (part-time) |
| Senior Research Assistant: | maximum of HK$34,220 per month (full-time)  or HK$200 per hour (part-time) |

1. List of equipment purchased by ECF grants (if applicable) –

|  |  |  |  |
| --- | --- | --- | --- |
| **Description / Serial No.** | **Quantity** | **Approved Budget ($)** | **Actual Expenses ($)** |
|  |  |  |  |
|  |  |  |  |

**Enclosure**

**Research and Development Projects**

**Statement of Accounts (Income and Expenditure) for Completed Project**

For the recipient organisations other than 22 degree-awarding higher education institutions in Hong Kong, please read the section 7 of the Guide to Application carefully for the audit requirements of the projects.

a) Detailed breakdown of incomes (including ECF grants and project interest):

|  |  |
| --- | --- |
| **Items** | **Amount ($)** |
|  |  |
|  |  |

b) Detailed breakdown of expenditure:

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items**  **(please set out ALL approved budget items)** | **Approved Budget**  **($)** | **Total Expenditure by Project Completion**  **($)** | **Remaining Balance**  **($)** |
| **I. Staff cost** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total:** |  |  |  |
| **II. Equipment and consumables** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total:** |  |  |  |
| **III. Others** | | | |
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|  |  |  |  |
|  |  |  |  |
| **Sub-total:** |  |  |  |
| **Total:** |  |  |  |

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| --- | --- | --- | --- | --- |
| Signature of Organisation’s Person-in-charge: |  |  | Official Chop  of Organisation: |  |
| Name and Post of the Organisation’s Person-in-charge: |  |  |