



ANNUAL FINANCIAL REPORT

Date of Report:	Project Number:
Project Title:	
Project/Grant Period: dd/mm/yyyy to dd/mm/yyyy	Project Budget:
Name of Principal Investigator:	Affiliation of Principal Investigator:



**COST BREAKDOWN OF RESEARCH PROJECT
(in USD)**

No.	Description	Costs Projected for this Period (in application)	Actual Costs Incurred	Difference + or -
1.	Research Team			
2.	Travel			
3.	Equipment			
4.	Materials / Supplies			
5.	Scientific Meetings			
6.	Printing & Publishing			
7.	Others			
TOTAL				



1. RESEARCH TEAM (in USD)

No.	Name & Title of Research Member	Description of Work Performed	Man Month & Rate per Man Month	Total
TOTAL PAYMENT TO RESEARCH STAFF			USD	

2. TRAVEL (in USD)

No.	Name & Title of Staff	Description of Specific Costs Covered (i.e. tickets, accommodation, visa fees, etc.)	Amount
TOTAL PAYMENT FOR TRAVEL			USD

3. EQUIPMENT (in USD)

No.	Description of item	Purpose	Is the Item currently in Use? (Yes/No)	Cost
TOTAL COST OF EQUIPMENT & MATERIALS				USD



4. MATERIALS / SUPPLIES (in USD)

No.	Description of item	Purpose	Is the Item currently in Use? (Yes/No)	Cost
TOTAL COST OF MATERIALS			USD	

5. SCIENTIFIC MEETINGS (in USD)

No.	Name & Title of Staff attending Conference	Name, Place, Date of Conference	Costs Covered (e.g. tickets, conference fees, etc.)	Amount
TOTAL PAYMENT TO RESEARCH STAFF			USD	



6. PRINTING & PUBLISHING (in USD)

No.	Name of Publication Purchased or Printed	No. of pages/copies	Cost per Copy	Total Amount
TOTAL PAYMENT FOR PRINTING & PUBLISHING			USD	

7. OTHERS (in USD)

(For costs that do not fall into any other category above)

No.	Description of Activity or Item	Amount
TOTAL OF OTHER COSTS		USD