**UROP Support Grant Reporting Form**

**Submission Deadline for Spring 2020: August 28th, 2020**

Please submit the completed form by email to [urop@ust.hk](mailto:urop@ust.hk) or by internal mail to the UROP Office

|  |
| --- |
| **Important Notes and Instructions**   * The reporting form is divided into two sections. Part I should be **completed and signed by a student** **representative** enrolled in the project. Part II should be **completed by the project supervisor.** * If more than one students have enrolled in the project, the project supervisor should select a student representative to complete the form. **Please submit one form for each project**. * Failing to submit the Reporting Form by the above deadline may result in not being eligible for the next application. |

**Part I: Project Information and Learning Outcomes *(To be completed by a student representative of the project)***

|  |  |  |
| --- | --- | --- |
| **Beneficiary’s Information** | | |
| **Full Name of the Student:** | **Student ID:** | **Email Address:** |
| **Full Name of the Supervisor:** | **Department:** | **Email Address:** |
| **Full Name of the Co-supervisor(s) (if any):** | **Department:** | **Email Address:** |
| **Project Information** | | |
| **Project Title:** | | |
| **Report on Learning Outcomes** | | |
| (i) What was your role(s) and responsibilities in the project: | | |
| (ii) What did you learn from the project: | | |
| **Sign by the Student** | | |
| **Signature of the Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Part II: Grant Usage *(To be completed by the Supervisor)***

|  |  |  |
| --- | --- | --- |
| **Report on Grant Usage** | | |
| (i) How did the usage of the Grant benefit students’ undergraduate research experiences during the project: | | |
| **Expenses Summary** | | |
|  | **Item** | **Amount (HK$)** |
|  | **Total Amount Funded** |  |
|  | **Expenses (please list the items below):** | |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **Total Expenses:** | |  |
| **Remaining Fund (Total Amount Funded – Total Expenses):** | |  |
| **Sign by the Project Supervisor** | | |
| **Signature of the Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |