

The Society for South Asian Studies



Project Report Form

To be completed when reporting the outcome of Project Grants or Project Development Grants. A report should be filed by Project Directors for each year a grant is held. The form can also be used for reactivating unfinished projects. Reports will be posted on the Society's web-site. Please do not exceed the four pages provided by the form.

1. Name(s)

Full name (surname underlined> and title

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2. Address for correspondence

Postcode:	
Tel. no (optional):	
Email:	

3. Dates of Research

Date of Award	Start Date	End Date	<i>For office use only</i>

4. Title of Research Project

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5. Electronic products or by-products of research

If your research has involved the production of electronic data, have these been offered for deposit to the AHDS or ESDS?

Yes No Not applicable

If yes has it been accepted?

Yes No Notification not received Waiver granted

If you have answered no to either of the above questions, please give reason, and details of your future plans to deposit.

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6. Statement of accounts

List items of expenditure under the headings given below (where appropriate), giving details.

	Amount Spent (£)
Employment of research assistant (include name, status and period of employment)	
Travel	
Accommodation/Subsistence	
Consumable items (stationery, film, computer disks etc.)	
Photocopying/microfilming	
Other items of expenditure	

PLEASE NOTE: If you have administered your award personally, you may be required to submit **receipts**. Please consult with the Hon. Treasurer for guidance. If the award has been administered by your employing institution, a statement of expenditure broken down by the relevant budget heads, countersigned by the appropriate institutional officer, will be sufficient.

		Total of expenditure			
		Total of grant awarded			
		Underspend remaining (if any)			
<p><i>Office use only</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Receipts submitted and approved/statement of expenditure</td> <td style="width: 10%;"></td> </tr> </table> <p><i>If refunding the Academy more than £500, please indicate reason for underspend</i></p>				Receipts submitted and approved/statement of expenditure	
Receipts submitted and approved/statement of expenditure					

7. Research report (approx 1000 words)

i. account of research carried out

ii. advances in knowledge or understanding resulting from the research

8. Synopsis of research for public dissemination

Please supply up to 150 words describing your research in terms suitable for a non-specialist. Please note that information supplied here may be used by the Society in its publications and reports to the British Academy.

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9. Additional information

Please supply any useful web site addresses related to your research that may be of interest to other scholars or general browsers. The Academy may provide links to these sites on its web pages. Please indicate if you would prefer the sites **not** to be listed publicly.

Project web site	
Individual home page	
Other useful addresses	

10. Publications

List any publications which have arisen from the research to date, or are in preparation. Please indicate whether book or article (if other, please describe)

Title	Book	Article	Expected publication date
<i>Please remember to submit one copy of any book to the Academy in order to fulfil the conditions of the award</i>			

11. Dissemination

Indicate if any other dissemination (e.g. conference papers, articles) has taken place or is planned for the future.

Title/description	Date

12. Signature and date (for electronically submitted reports please put name and e-mail address)

Signature

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Date

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Please send the completed form, together with receipts as requested by the Hon. Treasurer to the Society's offices. An electronic copy of this form should be sent via e-mail for the Society's web-site. For further information contact the Society's Assistant Secretary.

11 October 2005