

# MEMBER SUPPORT GRANT REPORT



## Instructions:

1. Please complete a report form for each Category.
2. Please include the reconciled budget form when you submit this report
3. Please return the report form to [grahamcentre@csu.edu.au](mailto:grahamcentre@csu.edu.au) no later than **22 January 2020**

## APPLICATION DETAILS

Title                      First Name                      Last Name

School/organisation:

Please indicate which category you are reporting on:

Please indicate which Research Pathway this relates to:

Amount awarded for this category:

Was this amount what you initially requested?                      Yes                      No

If NO: please advise any impact the reduced amount had on the outcomes of your project (if any)

Please provide a brief summary of the project that was funded in this Category:

Was your project fully completed before the end of the funding period (30 November?)                      Yes                      No

If NO: please detail the reasons why it was incomplete

TEMPLATE  
please do not use

## PROJECT INFORMATION

Outcomes achieved

Benefits to you as a researcher

Benefits to the Graham Centre

Any other comments?

## BUDGET RECONCILIATION

**Attached is a copy of your approved budget and a list of expense transactions incurred.**

Using this budget spreadsheet, please **reconcile** your **actual expenses** against your **budget estimates** and return when submitting this Report

Please detail any discrepancies and the reasons for any over- or under-expenditure:

We welcome your suggestions for the running of this funding program. Please respond below:

PLEASE RETURN RECONCILED BUDGET WHEN SUBMITTING THIS REPORT BY  
**22 JANUARY 2020**

Please SUBMIT your completed form to [grahamcentre@csu.edu.au](mailto:grahamcentre@csu.edu.au). If you do not receive an email confirming receipt of your application within two working days, please contact us by email.