



**FINAL PROGRESS REPORT
CANCER RESEARCH GRANT**

Cancer Association of SA
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NPO 000-524

Please note: All information within or accompanying this document is regarded as confidential and will be treated as such in terms of the Protection of Personal Information Act No 14 of 2013.

SECTION 1:			
1.1	Full Name and Title of Principal Researcher		
1.2	Full Name/s and Title/s of Co-Investigators		
1.3	Host Research Institution: University / Institution / Hospital: Department / Section:		
1.4	Correspondence Address:		
1.5	Contact details of Principal Researcher:		
	Phone: Work	Cell	E-mail
1.6	Project Title:		
1.7	Funding - <i>For Office use:</i>		
1.7.1	<i>First year of the grant (Year:)</i>	<i>Second year of the grant (Year:)</i>	<i>Third year of the grant (Year:)</i>
1.7.2	AMOUNT:		
1.8	Researcher's comments regarding the progress of the project: (Please complete the appended progress report form)		
1.9	Period of reporting:		
1.10	Did this research project receive funding from any other source during the project period? Yes _____ No _____ If yes, please indicate the source, amount, and duration of other funds		
1.11	Has the Researcher had a meeting with CANSA virtually or in person? (date/s):		

SECTION 2: Summary of Research and Results	
FINAL PROGRESS REPORT	
NOTE: THE REPORT HAS NO PAGE LIMITATIONS	
2.1	Project Title:
2.2	Project Description: Please explain the purpose of your research (including background and rationale). Please use language that the public will understand.
2.3	Summary of original objectives of the project:
2.4	Outline your research plans and objectives for the period covered by this report, as indicated in your original submission:
2.5	Outline progress of your research and indicate your achievements over this period:
2.5.1	Scientific progress report:
2.6	If applicable, outline difficulties and/or challenges that have affected the progress of this project:
2.7	Please summarise how you believe this project contributed towards cancer research in South Africa and elsewhere:
2.8	What are the future plans for this research project?
2.9	Additional details or comments regarding this project, CANSA, etc.

2.10 Please provide details of research outputs and outcomes resulting from this project:

2.10.1 Peer-reviewed publications in all ISI-accredited journals

Title of Journal Article:	Authors:	Name of Peer-reviewed Publication:	Month and Year submitted/published:	Publication Status (check the appropriate box below):	Impact factor of the journal
				<input type="checkbox"/> Submitted <input type="checkbox"/> Accepted <input type="checkbox"/> Published	
				<input type="checkbox"/> Submitted <input type="checkbox"/> Accepted <input type="checkbox"/> Published	

2.10.2 Manuscripts (Give details of any manuscript that is in preparation)

2.10.3 Book chapters (Submit a PDF copy)

2.10.4 Abstracts (Submit a PDF copy of the abstract with this report. Indicate the conference, dates, and location where the abstract was presented. State whether it was a presentation or poster)

2.10.5 Patents (Submit PDF copy)

Patents related to CANSA-funded work where CANSA is acknowledged

2.10.6 Higher degrees (Submit certified PDF)

2.10.7 Provide details of any other research capacity building/skills building that occurred as a result of this project

2.10.8 Any report that may be used in advocacy (Submit PDF copy)

2.10.9 Any products developed as part of this project

2.10.10 Any contribution towards health or other policies resulting from this project

2.10.11 Any health and health sector benefits resulting from this project

2.10.12 Any broader economic benefits resulting from this project

2.10.13 The following funding statement is to be included in CANSA-supported ISI-accredited journal publications and other outputs: *This study was funded by the Cancer Association of South Africa (CANSA).*

2.10.14 Other research outputs

PLEASE ATTACH PDF COPIES OF ALL PRODUCTS TO THE REPORT

2.11 The GANTT CHART is used to monitor your progress over the three years of your project.

Include all steps on the chart, such as applying for research ethical approval and recruiting research personnel. An example of a completed GANTT chart can be seen at the end of this form.

Main Actions	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Project set up												
YEAR 1												
Main Actions	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
YEAR 2												
Main Actions	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
YEAR 3												
Main Actions	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Key outputs by end of the year:	
Year 1	
Year 2	
Year 3	

SECTION 3: FINAL FINANCIAL REPORT					
3.1	Amount of CANSA grant awarded in this current 3-year cycle: First year: R Second year: R Third year: R				
SECTION 4: FINANCIAL STATEMENT FOR THE PERIOD _____ TO _____ (full duration of the grant)					
4.1	INCOME			TOTALS	
4.2	EXPENDITURE			TOTALS	
	4.2.1 Materials/Consumables				
	4.2.2 Maintenance of equipment				
	4.2.3 Laboratory animals				
	4.2.4 Local traveling				
	4.2.5 Overseas traveling				
	4.2.6 Temporary Personnel / Consultants				
	4.2.7 Assistants				
	4.2.8 Capital equipment				
	4.2.9 Printing and/or publication expenses				
	4.2.10 Other (please specify)				
	TOTAL EXPENDITURE				
	SURPLUS / DEFICIT				
	BALANCE BROUGHT FORWARD				
	CUMULATIVE SURPLUS / DEFICIT				
	<p>Unspent funds are to be returned to CANSA. Please provide a specific request and comprehensive motivation detailing the amount and what the funds will be used for after the expiry of the project:</p> <p>If approved, a summary report of the project and a final financial statement are to be sent to CANSA as soon as all the funding had been spent. <i>CANSA reserves the right to refuse carry-over requests.</i></p>				
4.3	Details of all persons who worked on this research project and were supported with CANSA research funds				
	Full Name	Title	Gender	Race	Qualifications
	Please attach a final report written by each person listed above to this document				
4.4	Details of all capital equipment purchased as part of this research grant				
	Type of equipment	Value Derived		Cost	

4.5	Details of printing and/or publication expenses: Please provide a motivation if the maximum of R40 000 for all journals is exceeded. Please note that excess funds must be available in the overall budget.		
	Name of open-access journal	Cost of open-access journal	Motivation
4.6	CERTIFICATION BY FINANCIAL OFFICER		
<p>I certify that:</p> <ul style="list-style-type: none"> • This Financial Statement covers the entire grant period • Monies received under the grant have been expended for the purpose of the grant • Salaries paid under the grant are in accordance with the general rates in force at this Institution at the time of payment • Unspent funds resulting after one year after the expiry of the project will be returned to CANSA • A final financial statement will be sent to CANSA as soon as all the funding had been spent • This Financial Statement is signed by an authorised financial officer • The audited financial statements of the Institution's auditors for this project are attached to the report 			
Signed		Position	Email
Print Name		Date (DD/MM/YYYY)	Telephone
SECTION 5: Declaration by Applicant			
5.1	I certify that this is an accurate Progress Report for the period covered		<input type="checkbox"/>
5.2	I certify that this is an accurate Financial Statement for the period covered		<input type="checkbox"/>
5.3	A PDF copy of all ISI-accredited journals and any media articles published during the reporting period has been included		<input type="checkbox"/>
5.4	An updated copy of my CV has been included		<input type="checkbox"/>

IT IS HEREBY UNDERSTOOD AND AGREED BY ME:

- 5.5 That all unspent funds must be returned to CANSA
- 5.6 That any request for additional funding must be strongly motivated
- 5.7 That the grant may be revoked in whole or in part at any time by the Cancer Association of South Africa, for whatever reasons it deems necessary
- 5.8 Should this research yield intellectual property (e.g., preliminary patent) that could lead to financial exploitation, CANSA will be informed of this development timeously
- 5.9 That all knowledge or information gained from the project is to be protected in the same manner and degree of care as used by CANSA to safeguard its information of a confidential nature and any such information as may be obtained as part of this project shall be stored and handled in such a way as to prevent any unauthorised use thereof.
- 5.10 I grant permission to CANSA to publish, as it sees fit, my personal information as it appears on my curriculum vitae, including the information on my CANSA-funded research project on CANSA's website, www.cansa.org.za. This permission pertains only to information specifically relating to the research project for which I received funding from CANSA and not for any other purpose.
- 5.11 I grant permission that personal information which is required for the CANSA type A Research programme may be stored on paper-based and/or digital systems of CANSA and may be used for the purpose of the type A Research programme. I consent to CANSA using my data for statistical purposes (no personal information will be used). Statistics are to be used for internal research and external stakeholders' information only.

Witness:

Designation:

.....

SIGNATURE OF APPLICANT

Date (DD/MM/YYYY)

Please list ALL documents you have attached to this progress report e.g., publications, abstracts, updated CV, etc.

For office use:

Thank you for submitting your Final Report