



**PROGRESS REPORT
CANCER RESEARCH GRANT**

Cancer Association of SA
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NPO 000-524

Please note: All information within or accompanying this application 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 Investigator:

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 Investigator:

Phone: Work
Cell
E-mail

1.6 Project Title:

1.7 Funding - For Office use:

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:		

1.7.2

1.8 Researcher's Comments regarding Progress of Project:

(Please complete the appended progress report form)

1.9 Period of reporting:

1.10 Have there been any changes to the project?

If yes, please indicate, outlining the reasons, the changes against the original research plan, the objectives, and anticipated outcomes.

1.11 Has the Principal Investigator or other research team members met in person or virtually with any CANSA research staff? (date)

SECTION 2: Summary of Research and Results

PROGRESS REPORT

NOTE: PLEASE SUBMIT ONLY A MAXIMUM OF EIGHT PAGES (2.2 – 2.9) IN ORDER TO FACILITATE ADMINISTRATION. NO ADDITIONAL DOCUMENTATION WILL BE PROCESSED.

2.1 Project Title:

2.2 Project Description:
Please explain the purpose of your research (including background and rationale).

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:
Scientific progress report:

2.6 If applicable, outline difficulties and/or challenges that have affected the progress of this project:

2.7 Outline your research plans and objectives for the coming year, relating to the original Application:

2.8 Are there any problems that RESCOM should be aware of?
If so, what are the main problems? Please provide any mitigation or any other unexpected delays:

2.9 General comments concerning this project, CANSA, etc.

2.10 Has this project yielded any research outputs that were a direct result of the grant? If yes, give details:

2.10.1 Peer-reviewed Publications in ISI-accredited journals

Title of Journal Article:	Authors:	Name of Peer-reviewed Publication:	Month and Year Submitted:	Publication Status (check appropriate box below):
				<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 Abstracts (Submit a PDF copy of the abstract with this report. Indicate the conference, location, and dates. Indicate whether an oral presentation or poster) and the name of the presenter.

2.10.3 Conferences (Indicate whether invited or not; the aim of the conference; the name of the conference; the locality of the conference, the conference dates including the type of submission - presentation or poster) Patents (Submit PDF copy)

Patents related to CANSA-funded work where CANSA is acknowledged

2.10.4 Higher Degrees (Submit certified PDF) Specify which post-graduate degree

2.10.5 Any other research outputs (Submit PDF copy)

2.10.6 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).*

2.10.7 Other outputs

PLEASE ATTACH PDF COPIES 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: FINANCIAL REPORT		
3.1	Amount of CANSA grant awarded in this current 3-year cycle: First year: R Second year: R Third year: R	
3.2	Other sources of funding: Source: Amount: Duration:	
SECTION 4: FINANCIAL STATEMENT FOR THE PERIOD _____ TO _____		
4.1	INCOME	TOTALS
4.2	EXPENDITURE	TOTALS
4.2.1	Materials/Consumables (specify)	
4.2.2	Maintenance of equipment	
4.2.3	Laboratory animals	
4.2.4	Local travelling (for the project only) (specify)	
4.2.5	Overseas travelling (for the project only) (Attach the completed <i>Report of Overseas visit to support Cancer Research Project Funded by CANSA</i> form to this report)	
4.2.6	Temporary Personnel / Consultants	
4.2.7	Research Assistants	
	Name:	Qualifications:
4.2.8	Capital equipment	
	Description:	Cost:
4.2.9	Printing and/or publication expenses: (Total not to exceed R40 000)	
	Name of open-access journal	Cost of journal article processing costs (APC)
	Motivation to exceed R 40 000 for article processing fees (if excess funds are available in the overall budget):	
4.2.10	Other expenses (please specify)	
	TOTAL EXPENDITURE	

	SURPLUS / DEFICIT	
	BALANCE BROUGHT FORWARD	
	CUMULATIVE SURPLUS / DEFICIT	
<p>Unspent funds may be carried over from one year to the next up to the last funding year. Provide a specific request and motivation detailing the amount to be carried over and what the funds are to be used for.</p> <p><i>CANSA reserves the right to refuse carry-over requests.</i></p>		
TOTAL OF BUDGET REQUESTED GRANT APPLICATION 202_		
TOTAL OF BUDGET AWARDED BY CANSA IN 202_		
4.3	CERTIFICATION BY FINANCIAL OFFICER	
<p>I certify that:</p> <ul style="list-style-type: none"> • 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 • This Financial Statement is signed by an authorised financial officer • An income & expenditure statement on an Institution letterhead for the period _____ to _____ is attached to this report 		
Signed		Email
Position		
Print Name		Telephone
Date (DD/MM/YYYY)		
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 any ISI-accredited journals or any other research outputs including media articles published during the reporting period has been included		<input type="checkbox"/>
5.4 I travelled overseas during the reporting period and a completed Report has been included		<input type="checkbox"/>

IT IS HEREBY UNDERSTOOD AND AGREED BY ME:

- 5.5 That funds granted as a result of this budget shall be expended only for the purpose set forth herein.
- 5.6 That any funds not spent at the end of the first and second years can be rolled over to the next year but at the end of the final year all unspent funds must be returned to CANSA
- 5.7 That any request for additional funding must be strongly motivated
- 5.8 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
- 5.9 Should I NOT be able to complete the research, CANSA will be notified in writing
- 5.10 I certify that this budget application is submitted with the knowledge and consent of the Head of my Institution and that the statements contained in this application are correct
- 5.11 I shall abide by the CANSA Regulations governing the award of research fellowships, assistantships, bursaries, grants, overseas travel, and capital equipment
- 5.12 Should this research yield intellectual property (e.g., preliminary patent) that could lead to financial exploitation, CANSA will be informed of this development timeously
- 5.13 I agree and undertake to protect all knowledge or information gained from the project in the same manner and degree of care as used by CANSA to safeguard its own 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.
- 5.14 I grant permission to CANSA to publish, as it sees fit, my personal information as it appears on my curriculum vitae inclusive of 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.
- 5.15 I herewith give 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 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)

For office use:

Empty rectangular box for office use.

