

PROGRESS REPORT GUIDELINES

1. All recipients of funding of any kind from PAST must submit a report within one year of the funding award date. If we do not receive your report by the deadline, or the report is not satisfactory, no further funding will be considered.
2. The report should include a comprehensive account of your research activities for the year and any publications that have resulted from these activities, as well as a summary of the manner in which your grant was spent.
3. Any unspent funds must please be noted and returned to PAST along with this report.
4. PAST should be acknowledged in any publications stemming from your research.
5. Further conditions may have been stipulated regarding your individual funding; please ensure that we receive proof that you have complied with these conditions.
6. Your report should be submitted via e-mail to ann@pastafrica.co.za in a single Microsoft Word or PDF file and should be no longer than seven pages in addition to the progress report form. Keep your report as simple as possible and avoid unnecessary pictures or additions.
7. The hardcopy of the original report must be posted so that it reaches our offices before the due date.
8. It is your responsibility to check that PAST has received your report.
9. Please stay in touch with PAST following submission of this report to update us on any interesting research/events/conferences etc. Your input and cooperation are very important and contribute to PAST's fundraising effectiveness.

Content of report:

- Provide a summary of what you stated you would achieve in your original application and what you have actually achieved to date. Limit to four pages maximum.
- Produce a detailed accounting of expenditure of PAST funds. Note that you may be required to produce original receipts. Limit to 1 page maximum.
- Students must provide a letter from your academic supervisor to confirm your progress. Limit to 1 page maximum.
- Attach a list of publications resulting from the financial support received from PAST and where feasible a PDF copy of each.