



<h1>URC</h1>	<h2>Short Research Visit/Course Report – R&I22</h2>
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Instructions

- The purpose of this report is to provide feedback on how the short research visit/ course grant was spent and the outputs resulting.
- The completed form MUST be signed by the grantholder and the Head of Department.
- This report MUST be submitted within two months after the dates of the short research visit/ course.
Note: Any publication resulting must include the following acknowledgement: "This publication is based on research that has been supported in part by the University of Cape Town's Research Committee (URC)".
- Please submit the signed report to Research Grants Management, Research Office, 2 Rhodes Avenue, Mowbray or email: researchfunding@uct.ac.za
Note: This is a fillable PDF form with form fields and must first be downloaded to your computer (right-click and *Save link as*) before it can be completed using [Adobe Acrobat Reader](#).



To be filled in by grantholder

Details of grantholder			
Name		Dates of visit	From
Destination of visit/ course attended			To
Comments			
Brief description of the visit/course and people met (300 words max)			
Please identify research outputs/ planned outputs (300 words max)			
Any further comments			



Expenditure summary (Kindly indicate how the allocated funds were utilised)					
Awarded Amount	R				
Less Airfare	R				
Less Subsistence	R				
Less Registration/Course Fees	R				
Less Accommodation	R				
Less Other	R				
Balance	R				
<p>Note: Do not use Fill & Sign to sign as this will disable all form fields, making any remaining, incomplete fields unusable. To sign: Select Sign method and click in Signature field to either Insert image of your signature or Apply digital signature.</p>			<p>How are you signing?</p>	<p> Insert image (default)</p>	<p> Apply digital signature (See: Digital IDs FAQ)</p>
	Sign method	Signature		Date	
Signature of Grantholder	 				

To be filled in by Head of Department

Comments					
<p>Note: Do not use Fill & Sign to sign as this will disable all form fields, making any remaining, incomplete fields unusable. To sign: Select Sign method and click in Signature field to either Insert image of your signature or Apply digital signature.</p>			<p>How are you signing?</p>	<p> Insert image (default)</p>	<p> Apply digital signature (See: Digital IDs FAQ)</p>
	Name in block letters	Sign method		Signature	Date
Signature of HoD		