|  |  |
| --- | --- |
|  | Ahsanullah University of Science and Technology |
| Research and Publication Office (RPO) |
| AUST Internal Research Grant (AIRG) |
|  | |
| **INVENTORY HANDOVER TO THE DEPARTMENT FORM** | |

All funded researchers are required to complete this form to show the items (e.g. equipment, instruments, software, hardware, etc.) that have been procured during the project period and a list of the items to handover to the respective department of the PI.

|  |  |
| --- | --- |
| **Section A – Project Details** | |
| Project ID |  |
| Project Title |  |
| Principal Investigator |  |
|  | Name: |
|  | Designation: Department: |
| Co-Principal investigator(s) |  |
|  | Name: |
|  | Designation: Department: |
| Total Approved Budget |  |
| Total Expenditure |  |
| Project Duration |  |
| Project Period | From (mm/year)…………………………….…….. to (mm/year)………………………………... |

|  |
| --- |
| **Section B** – Document to be attached |
| A copy of the award notification YES / NO *(Please tick mark)* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section C – Details of the PI/Co-PIs’ involvement in other AIRG Project(s)** | | | | | | |
| PI/Co-PI involved in any other AIRG project YES / NO *(Please tick mark)* | | | | | | |
| If YES, please fill out the following information | | | | | | |
| Project ID | |  | | | | |
| Project Title | |  | | | | |
| Principal Investigator | |  | | | | |
|  | | Name: | | | | |
|  | | Designation: Department: | | | | |
| Co-Principal investigator(s) | |  | | | | |
|  | | Name: | | | | |
|  | | Designation: Department: | | | | |
| Total Approved Budget | |  | | | | |
| Total Expenditure | |  | | | | |
| Project Duration | |  | | | | |
| Project Period | | From (mm/year)…………………………….…….. to (mm/year)………………………………... | | | | |
| **Section D – Items\* which have been procured during the project mentioned in Section A (please provide detail information)** | | | | | | | |
| **Type of inventory** | **Item** | | **Specifications** | **Price (in BDT)** | **Working condition** | **Project ID and sign (If the items need for next Project (Project ID as mentioned in Section C))** |
| Hardware (e.g. Computer, printer, etc.) |  | |  |  |  |  |
|  | |  |  |  |  |
| Software |  | |  |  |  |  |
|  | |  |  |  |  |
| Equipment |  | |  |  |  |  |
|  | |  |  |  |  |
| Instruments |  | |  |  |  |  |
|  | |  |  |  |  |
| Others |  | |  |  |  |  |
|  | |  |  |  |  |

\*Consumable items may be excluded.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section E** – Items which have been handed over to the respective department of the Principal Investigator | | | | |
| **Items** | **Specifications** | **Price (in BDT)** | **Working condition** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note:**

a. If the handed over items need to be distributed among the faculty members, PI and Co-PI (if any) of the department should get the preference.

b. If the PI wants to keep any item of the project for publication purposes, department should allow the PI for three months periodically.

**Declaration:**

The items mentioned in **Section E** are handed over to the Department of \_\_\_\_\_\_\_\_ \_ \_\_.

Employee ID of PI: Name of the PI:

Designation:

Department:

Signature and Date:

The items mentioned in the **Section E** are received by the Department of \_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_.

Name of the Head of the Department:

Department:

Signature and Date:

***Note:*** *The PI is requested to handover the signed copy to the Research and Publication Office (RPO)*