

Scholar Completion Report

Scholar Name:

Reference:

Mentor(s):

Supervisor(s):

1. Copies of Deliverables

As agreed in the Project Brief, my Deliverables include (please list):

I have provided an electronic copy of my Deliverables and associated data to the CEED Office

I have submitted the deliverables to my Client / Mentor

2. Your perception of your CEED Project

I have enclosed the optional 'Confidential Student Project Questionnaire'

I have included an optional quote below, with my consent, for CEED to use for promotional purposes

3. Claim for Project Expenses

Were there project expenses incurred (including Workshop time) which were charged to your supervisor's Project Grant (research account)?

If yes;

- Total amount your supervisor(s) are to be reimbursed:
 - I have provided a breakdown and proof of authorisations and expenses in an attached excel document
 - 'Authorisation to Incur Expenses' form signed by my Mentor, Supervisor and CEED Director, for each intended item or service to be purchased
 - A list of expenses that were purchased
 - Tax invoices, receipts or statements of all paid items and/or services

Were there project or minor expenses purchased by you?

If yes;

- Total amount to be reimbursed via Concur:
 - I have provided a breakdown and proof of authorisations and expenses in an attached excel document
 - Authorisation to Incur Expenses' form signed by my Mentor, Supervisor and CEED Director, for each intended item or service to be purchased
 - A list of expenses I wish to claim against the \$200 minor project expense option
 - Tax invoices, receipts or statements of all paid items and/or services

I understand that retrospective/unapproved claims will NOT be processed

I understand that it is my sole responsibility to provide a consolidated record of expenses, including signed authorisation forms, receipts/invoices/statements, and expense spreadsheet/documentation (multiple emails will not be accepted)

4. Unresolved Issues

Are there outstanding issues or unresolved matters associated with this project ?

If yes, the following matters associated with this project remain to be resolved:

These matters are being addressed and should be complete by:

5. Final Completion

I understand that my final studentship will not be processed until the following items have been completed/provided;

1. Close out meeting with CEED Director attended
2. Deliverables, including ALL data, has been submitted to the CEED Office and Client
3. A 'Confirmation of Deliverables' form signed by the Client/Mentor and submitted to the CEED Office
4. Project expenses have been approved, consolidated and submitted to the CEED office for processing
5. Monthly Reports are up to date. Noting you are required to submit Monthly Reports until you submit your deliverables to the client.
6. Approved Seminar Proceedings Paper has been submitted to the CEED Office

6. Confirmation

I confirm that to the best of my knowledge, the above information is complete and correct.

Signed:

Date: