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| Innovation and Development Fund  Interim Project Report |  |

***Project Details***

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| --- | --- |
| Institution |  |
| Project Title |  |
| Please provide contact details for the project manager (name, address, telephone and email) |  |

***Award Expenditure***

|  |  |  |
| --- | --- | --- |
| How much was awarded from the Innovation & Development Fund? |  | |
| How much of the grant has been spent to date? |  | |
| Please list expenditure to date | Item | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

***Summary of Progress***

|  |
| --- |
| Please use the space below to provide any additional information |
|  |

***Project Plan***

|  |  |  |
| --- | --- | --- |
| Please list the project milestones agreed as conditions of grant and report progress against them | | |
| Milestone | Progress | Remedial action if required |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Problems and Solutions***

|  |  |  |
| --- | --- | --- |
| Please list any problems encountered and the solutions to them | | |
| Problem | Solution | Notes |
|  |  |  |

***Declaration***

|  |  |  |  |
| --- | --- | --- | --- |
| The information provided in this final report is correct to the best of my knowledge  **Project Manager** | | | |
| Name |  | Signature |  |
| Position |  | Date |  |

**Head of Library Service or equivalent (if different from above)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature |  |
| Position |  | Date |  |