

# Faculty Research Grants Acquittal Form

## Form Preview

### Faculty Research Grants Acquittal Form

\* indicates a required field

#### Instructions

You are required to provide a brief overview of how the funding has been used and the resulting benefits to your research project; please refer to the Scheme Guidelines for further details. You can find your Acquittal Due Date by looking at your Award Letter. Acquittals will be presented to the Assessment Committee for final approval and kept on file for future eligibility to faculty research schemes.

#### **Name \***

Title      First Name      Last Name

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#### **Student/ staff ID \***

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#### **Email \***

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Must be a university email address

#### **Department and Discipline \***

VCA Acting and Theatre  
VCA Creative Arts Therapy  
VCA Dance  
VCA Design and Production  
VCA Film and Television  
VCA Indigenous Arts and Culture  
VCA Music Theatre  
VCA Visual Art  
VCA Writing  
MCM Composition  
MCM Early Music  
MCM Ethnomusicology  
MCM Interactive Composition  
MCM Jazz and Improvisation  
MCM Music Psychology  
MCM Musicology  
MCM Music Therapy  
MCM New Music  
MCM Performance Teaching  
MCM Music Performance

#### **What are you acquitting? \***

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**What year did you receive your award? \***

**Project title \***

**Start date \***

Must be a date.

**End date \***

Must be a date.

**Amount awarded \***

Must be a dollar amount in AUD

**Amount spent \***

Must be a dollar amount in AUD

**Comments**

Please outline any additional information regarding the final amount spent. For example, reasons why you have over or under spent on your award

**Upload financial documentation (invoices for the total amount spent) \***

Attach a file:

Upload a single PDF of all tax invoices and receipts documenting your expenditure. This is a compulsory requirement for staff and students.

**Did you achieve the project outcomes as specified in your application? \***

- ☐ No  
☐ Yes

**Project outcomes \***

Word count:

Must be no more than 300 words.

Provide a brief description of how the project took place, noting any changes between your original application, and any new outcomes, or an explanation if the project outcomes were not achieved.

**Did you achieve the research outputs as specified in your application? \***

- ☐ No

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☐ Yes

### Research outputs \*

Word count:

Must be no more than 300 words.

Provide a list of the ERA Research Outputs that the project has achieved (including the timelines of these), noting any changes between your original application, and any new outputs

### Have all of the reportable research outputs been entered into Minerva? \*

- ☐ Yes  
☐ No  
☐ No - I am a Graduate Research student

It is an acquittal requirement for staff to enter your research outputs - visit <https://staff.unimelb.edu.au/finearts-music/research/research-outputs>. Graduate Research students are not expected to upload any outputs in Elements/Minerva other than their thesis.

### Declaration

- ☐ I understand that acquittals are tabled to the Assessment Committee and kept on file for reference in relation to any future applications to faculty research funding scheme

The Faculty Research Office will receipt your acquittal and if there are any issues or queries, we will be in touch for further information.