

# Research Grant Utilization Certificate

[ Institution/Organization Name ]

Financial Year: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Date of Sanction: \_\_\_\_\_

Name of Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

This is to certify that the funds provided under the above-mentioned research grant have been utilized for the purpose for which the grant was sanctioned, in accordance with the terms and conditions laid down by the funding agency and the institution.

Description	Amount Sanctioned	Amount Spent	Balance
Equipment	_____	_____	_____
Consumables	_____	_____	_____
Travel	_____	_____	_____
Manpower	_____	_____	_____
Others	_____	_____	_____
<b>Total</b>	_____	_____	_____

The above details are as per the official records and supporting documents.

\_\_\_\_\_  
Principal Investigator  
Date: \_\_\_\_\_

\_\_\_\_\_  
Head of Department / Registrar  
Date: \_\_\_\_\_

- This certificate must be supported by receipts and expenditure statements.
- Ensure all expenses comply with the sanctioned budget and funding guidelines.
- Maintain original vouchers and supporting documents for audit purposes.
- Any unspent amount should be mentioned and handled as per funding agency policy.
- Timely submission of this certificate is essential for future grant applications.