

# UTILIZATION CERTIFICATE FOR RESEARCH GRANT UTILIZATION

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

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

**Sanction Order No.:** \_\_\_\_\_

**Sanction Date:** \_\_\_\_\_

**Grant Received (INR):** \_\_\_\_\_

**Institution Name:** \_\_\_\_\_

This is to certify that an amount of INR \_\_\_\_\_ (Rupees \_\_\_\_\_) has been received as research grant from \_\_\_\_\_ in respect of the above-mentioned project. The amount has been utilized for the purpose for which it was sanctioned as per the terms and conditions laid down by the funding agency.

## Statement of Expenditure

S. No.	Particulars	Sanctioned Amount (INR)	Expenditure Incurred (INR)	Balance (INR)
1	Equipment	_____	_____	_____
2	Consumables	_____	_____	_____
3	Travel	_____	_____	_____
4	Other Expenses	_____	_____	_____
	<b>Total</b>	_____	_____	_____

### Signature of Principal Investigator

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

### Head of Institution/Finance Officer

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

### Important Notes:

- The utilization certificate must be duly signed by the Principal Investigator and the Head of Institution/Finance Officer.
- Supporting bills and vouchers should be retained for audit and inspection.
- Any unspent amount should be returned to the funding agency as per their guidelines.
- This document is mandatory for the release of subsequent grants, if any.
- Ensure accuracy in the statement of expenditure and avoid alterations/overwriting.