**This form must be completed by the Head of Department/Unit where the research is/was taking place. If the first Chief Investigator/Principal Investigator (CIA/PI) is the Head of Department/Unit, this form must be signed by a person with a level of seniority above that of the CIA/PI, or the head of another department related to the project.**

|  |  |
| --- | --- |
| **HEAD OF DEPARTMENT/UNIT CERTIFICATION** | |
| **Grant reference:** Grant title:I certify that:  1. The Annual/Final/Follow-up Report for the reporting period **<DD/MM/YYYY>** to **<DD/MM/YYYY>** is accurate and complete; and 2. I am satisfied with the progress of the project (not applicable for Follow-up Report) | |
| *Please provide any comments here (maximum 1/2 a page)* | |
| **Name** |  |
| **Signed** |  |
| **Position** |  |
| **Date *(DD/MM/YYYY)*** |  |

**\*\*\*Please scan the completed form and attach to the online SmartyGrants Report form.**