

Ref. No.-
Date/Time of Receipt-
(For Official Use)

**General Support Scheme / Design Research Scheme /
Professional Continuing Education Scheme**
of the
Design Support Programme
PROGRESS REPORT OF APPROVED PROJECT

Project Title:

Project Reference:

Report Period:

From:

To:

Submitted by (Recipient organization/company):

1. Project Details

1.1 Project reference

1.2 Project title

(English)

(Chinese)

1.3 Recipient organization

1.4 Project coordinator (Tel/Fax/E-mail)

1.5 Project period

(a) Project duration (month):

(b) Commencement date (DD/MM/YY):

(c) Original target completion date (DD/MM/YY):

(d) Revised completion date (DD/MM/YY)^(Note 1):

(e) Revised target completion date (DD/MM/YY):

If the target completion date is different from the original target completion date (or the revised completion date, if any), please provide explanations.

1.6 Updated abstract of the project

(English)

^(Note 1) Revised completion date refers to a revised date approved by the DesignSmart Secretariat. If there is more than one revised completion date, please put down the last revision.

(Chinese)

2. Financial Position

2.1 Expenditure (HK\$)

Manpower

Items	Budget Expenditure	Actual Expenditure for this report period	Remarks

Equipment (HK\$)

Items	Budget Expenditure	Actual Expenditure for this report period	Remarks

Other Direct Cost (HK\$)

Items	Budget Expenditure	Actual Expenditure for this report period	Remarks

2.2 Income (HK\$)

Items	Budget Income	Actual Income for this report period	Remarks

2.3 Amount of Sponsorship (HK\$)

Sponsoring Organization	Type of Sponsorship	Budget Sponsorship	Actual Sponsorship for this report period	Remarks

3. Project Progress

Project progress to-date

(Please provide details on the progress regarding of the end products/deliverables as set out in Section C of the application concerned.)

4. Feedbacks

4.1 Problems encountered in implementing the project (if any)

4.2 Any variations in project or supplementary information

Collaborating Parties:

Organization Role	Name / Address / Webpage	Contact Person Name / Tel no. / Fax / Email