

Ref. No.-

Date/Time of Receipt-

(For Official Use)

**General Support Scheme /
Professional Continuing Education Scheme /
Design Research 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/YYYY):

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

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

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

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)

(Chinese)

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

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 |
|----------------------|--------------------------|--|
| | | |
| | | |
| | | |