

**Application for Withdrawal and Termination of Ongoing Research Projects
(except RGC GRF/ECS Projects)**

Note : The normal processing time is 4 working days.

Project Title: _____

Project ID: _____ Work Programme(s): _____

Principal Investigator: _____ (Ext. _____) Dept. _____

Section A (To be completed by Principal Investigator)

Notes:

- 1. A report should also be submitted in PGMS if funding has been spent for the project. Please click [here](#) (or go to <https://forms.office.com/r/itexVatCNk>) to make a request to RIO for report submission in PGMS.*
- 2. The project account will be closed on the effective date, and the balance (if any) will be clawed back to the original funding source.*

Effective Date: _____

Justifications (Please attach additional pages if there is not enough space below):

Signature _____ Date _____
(PI/ Rep. Co-PI)

Section B (To be completed by Departmental Research Committee)

I **approve/do not approve*** the above request for withdrawal and termination of the project.

Please send this application to the RIO for action.

Comments/Remarks, if any:

Signature _____ **Date** _____
(Chair, Departmental Research Committee)

Section C (To be completed by Faculty Research Committee/School Board)

(Completion of Section C is required only if the DRC Chair is a member of the project team.)

I **approve/do not approve*** the above request for withdrawal and termination of the project.

Please send this application to the RIO for action.

Comments/Remarks, if any:

Signature _____ **Date** _____
(Chairman, Faculty Research Committee/School Board)

For RIO use

RC/12 received on _____

Copy sent to DRC Chair.

Copy sent to PI.

PGMS records updated.

Done by _____ Date _____