



Ahsanullah University of Science and Technology Research and Publication Office (RPO)

AUST Internal Research Grant (AIRG)

INVENTORY HANDOVER TO THE DEPARTMENT FORM

All funded researchers are required to complete this form to show the items (e.g. equipment, instruments, software, hardware, etc.) that have been procured during the project period and a list of the items to handover to the respective department of the PI.

Section A – Project Details	
Project ID	
Project Title	
Principal Investigator	
	Name:
	Designation: Department:
Co-Principal investigator(s)	
	Name:
	Designation: Department:
Total Approved Budget	
Total Expenditure	
Project Duration	
Project Period	From (mm/year)..... to (mm/year).....

Section B – Document to be attached	
A copy of the award notification	YES / NO (Please tick mark)

Section C – Details of the PI/Co-PIs' involvement in other AIRG Project(s)	
PI/Co-PI involved in any other AIRG project	YES / NO (Please tick mark)
If YES, please fill out the following information	
Project ID	
Project Title	
Principal Investigator	
	Name:
	Designation: Department:
Co-Principal investigator(s)	
	Name:
	Designation: Department:
Total Approved Budget	
Total Expenditure	
Project Duration	
Project Period	From (mm/year)..... to (mm/year).....

Section D – Items* which have been procured during the project mentioned in Section A (please provide detail information)

Type of inventory	Item	Specifications	Price (in BDT)	Working condition	Project ID and sign (If the items need for next Project (Project ID as mentioned in Section C))
Hardware (e.g. Computer, printer, etc.)					
Software					
Equipment					
Instruments					
Others					

*Consumable items may be excluded.

Section E – Items which have been handed over to the respective department of the Principal Investigator

Items	Specifications	Price (in BDT)	Working condition

Note:

- If the handed over items need to be distributed among the faculty members, PI and Co-PI (if any) of the department should get the preference.
- If the PI wants to keep any item of the project for publication purposes, department should allow the PI for three months periodically.

Declaration:

The items mentioned in **Section E** are handed over to the Department of _____.

Employee ID of PI:

Name of the PI:

Designation:

Department:

Signature and Date:

The items mentioned in the **Section E** are received by the Department of _____.

Name of the Head of the Department:

Department:

Signature and Date:

Note: The PI is requested to handover the signed copy to the Research and Publication Office (RPO)