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

AUST Student Research Grant (ASRG)

BUDGET REQUEST FORM

All funded researchers are required to complete this form to have their funds released.

Section A – Account Details	
Principal Investigator	Name: Mobile:
	Student ID and Department:
Co-Principal Investigator (1)	Name:
	Student ID and Department:
Co-Principal Investigator (2)	Name:
	Student ID and Department:
Co-Principal Investigator (3)	Name:
	Student ID and Department:
Project Mentor (PM)	Name:
	Designation and Department:
Project ID	
Project Title	
Approved amount of grant	
Budget period	
Grant release installment	☐ 1st ☐ 2nd ☐ 3rd
Amount of fund requested	Amount: ..... In words: .....

Previous Withdrawal / Expenditure Information

other than for the 1st installment please filled-out the table below:

Installment	Withdrawal Amount	Expenditure Amount
1st Installment		
2nd Installment		

Section B –Document to be attached	
A copy of the award notification is attached: ☐ Yes ☐ No	
Agreement and Signature	
By signing and submitting this Request for Release of Funds, I agree to the following points: 1. that I am responsible for all transactions on this account, will review them on a timely basis and will report any errors or omissions as soon as possible; 2. that all charges authorized against funds conform to the allowable expenditures and limits stated within the approved budget as well as ensuring compliance with the terms and conditions of ASRG and that charges will also comply with the approved budget, ASRG Terms and Conditions, and AUST policies; 3. that I am responsible for the completion and submission of all required reports (financial and non-financial) where required/applicable; 4. that noncompliance may result in a freezing of the project funds and that no expenditures made during this time will be reimbursed. No other reimbursement requests for expenditures prior to funds being frozen will be processed until the compliance issue has been resolved.	
Signature of the PI: Name & Details:	Date:

Recommendation of the Project Mentor (PM):	
Signature of the PM: Name & Details:	Date:

For Office Use Only	
Recommendation of the Director, RPO:	
Date:	*Signature of the Director, RPO*

Recommendation of the Chairman, RPC:	
Date:	*Signature of the Chairman, RPC*

Approval of the Treasurer	
☐ Release of funds approved	☐ Release of funds not approved
Date:	*Signature of the Treasurer*