

PROGRESS REPORT GUIDELINES

1. All recipients of funding of any kind from PAST must submit a progress report within one year of the funding award date. If we do not receive your report by the deadline, or the report is not satisfactory, no further funding will be considered.
2. The report should include a comprehensive account of your research activities for the year and any publications that have resulted from these activities, as well as a summary of the manner in which your grant was spent.
3. Any unspent funds must please be noted and returned to PAST along with this report.
4. PAST should be acknowledged in any publications stemming from your research.
5. Further conditions may have been stipulated regarding your individual funding; please ensure that we receive proof that you have complied with these conditions.
6. Your report should be submitted via e-mail to hq@pastafrica.co.za in a single Microsoft Word or PDF file using the form provided on the PAST website. The report must adhere strictly to the word and page limits provided on the form. Keep your report as simple as possible and avoid unnecessary pictures or additions.
7. It is your responsibility to check that PAST has received your report.
8. Please stay in touch with PAST following submission of this report to update us on any interesting developments stemming from your PAST-funded work (further research, events, conferences presentations, publications, etc.). **Please be certain to send PAST a PDF copy of any publication arising from your PAST-funded work.** Your input and cooperation are very important and contribute to PAST's fundraising effectiveness.