# Alliance CRA Financial Report Template

This template is required to be appended to all annual and final reports for Alliance projects where a Collaborative Research Agreement (CRA) is in place. This template is required to be filled out by the collaborating institution for their expenses only. If there are more than one CRA associated with a project, please ensure there is a separate CRA financial report from each institution.

*Note to the lead applicant of the Alliance project -* please append an up to date CRA financial report as a PDF document to annual and final reports in the Research Management System (RMS) within the CONFIDENTIAL INFORMATION tab.

Complete the financial template below, indicating budgeted and actual expenditures for the appropriate reporting period (annual, or final report = full project).

|  |  |
| --- | --- |
| Alliance Project Number (i.e. UG-T1-2024-123456) |  |
| UoG Lead Applicant |  |
| Collaborator Name and Organization |  |
| Reporting period start date (YYYY-MM-DD): |  |
| Reporting period end date (YYYY-MM-DD): |  |

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Budget** | **Actual** |
| **Salaries and stipends—**Graduate students |  |  |
| **Salaries and stipends—**Post doctorate stipends |  |  |
| **Salaries and stipends—**'Contract' Technical / professional assistants |  |  |
| **Salaries and stipends—**Other salaries (specify):  |  |  |
| **Travel** |  |  |
| **Operating Costs—**Materials and Supplies |  |  |
| **Operating Costs—**Computing Costs |  |  |
| **Operating Costs—**Technology Transfer and Publication Costs |  |  |
| **Operating Costs—**Admin., Networking and Project Management Costs |  |  |
| **Operating Costs—**Other Project Operating costs (specify) |  |  |
| **Equipment** (indicate lease/rental or purchase) |  |  |
| **Other Project Costs (specify):**  |  |  |
| **TOTAL** |  |  |

**Please comment on the above financial report in the box below, thoroughly explaining variance from the approved CRA project budget for the reporting period:**

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| --- |