**Project Cancellation Form**

<table>
<thead>
<tr>
<th><strong>TITLE</strong></th>
<th>This is the title by which you refer to the project. It should not differ from the title provided in the proposal/s.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT MANAGER</strong></td>
<td>The Project manager is the person directly responsible for the project. While the term used may vary from institute to institute, this should be the individual noted as the project manager in the proposal/s.</td>
</tr>
<tr>
<td><strong>INSTITUTE</strong></td>
<td>Please provide the full title of the project’s home institute or unit.</td>
</tr>
</tbody>
</table>

**CANCELLATION INITIATED BY**

Please note here who has initiated the cancellation process (i.e. the project manager or director).

**REASONS FOR CANCELLATION REQUEST**

This section can be completed by either the project manager or director, depending on who has requested the cancellation. Please briefly explain the reasons for the project cancellation request.

(Please also attach to this form any other documents you might feel are relevant, such as those that support the cancellation request.)

**CANCELLATION APPROVED**

Here the director must note their approval, or not, of the project’s cancellation. If the director’s approval is absent the project cannot be cancelled. Please note that an acting-director is also able to approve a cancellation and complete this form.

This section is for the attention of the relevant director only.

**DIRECTOR**

Please provide the relevant name and title. The director is the head of the project’s home institute or unit. This term may vary from institute to institute. If the director is absent or otherwise indisposed, an acting-director may also complete this section, and should be named here.

**CANCELLED PROJECT REPORT APPROVED**

Here the director must note their approval, or not, of the project report. If the director’s approval is absent, the project cancellation is incomplete.

**SIGNATURE DATE**

Please enter the date of the director’s decision. This should be the date on which the director actually completed cancellation of the project.

**DIRECTOR SIGNATURE**

Here the director should sign, or apply their e-signature, to indicate the final cancellation of the project.