**SECURE Feasibility Project Guidelines for Reporting.**

**Reports required:**

**Within one month of starting Project:** Summary of the project (approx. 300 words)

**Within two months of the end of the Project:** Final Report and Financial statement.

**Financial statement:** The financial report should contain a detailed breakdown of the money and how it was spent. This will allow the University of Glasgow finance team to generate a purchase order for the project. The Lead organisation can then generate an invoice on which this purchase order is clearly printed and email this to [Gillian.Brown@glasgow.ac.uk](mailto:Gillian.Brown@glasgow.ac.uk)

**Final Report:** This should be approximately six pages long. Any resulting publications can be attached. Items to be included:

Full details of the results and outputs of the Project including:

- The outcomes of the activity and the extent to which the proposed aims have been achieved.
- Details of who was involved in the activity (e.g. proportion of researchers, policymakers, industry people, general public, school children).
- How the funding has led, or will lead, to an application to an external funder.
- Potential for initiating or developing long-term collaborations that will contribute to the aims of SECURE.
- Quality, novelty and level of engagement with world-leading research.
- Engagement with or involvement with early career researchers.
- Inclusion of activities that promote public outreach and/or socio-economic impact.
- The extent to which the activities have supported the funding aims:

Both the financial statement and the Final Report should be emailed to [Gillian.Brown@glasgow.ac.uk](mailto:Gillian.Brown@glasgow.ac.uk)