SECURE Feasibility Project Guidelines for Reporting.

Reports required:

Within 14 days of starting Project: Summary of the project (approx. 300 words)

By the 15th January, 2018: Financial Statement

By end of January 2018: Final Report

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

Final Report: This should be approximately four 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