**Annual Report for a Research Centre at the University of Glasgow**

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| **Guidance for Submission** |

1. Annual reports are due at the start of each financial year (which runs from 1 August to 31 July). The first report will be due in August regardless of the centre’s starting date, providing the centre commenced no less than three months prior. In this instance, the first report will be due the following August.
2. For centres in their fifth year or beyond, reports will be due every five years or as required by the funder.
3. Reports will be reviewed by RSIO on behalf of RPSC. If issues arise, these will be taken to the Research Planning and Strategy Committee (RPSC) for discussion. Details on RPSC can be found at

<http://www.gla.ac.uk/services/senateoffice/senateandcommittees/>.

1. Reports should be submitted to [vp-research@glasgow.ac.uk](mailto:vp-research@glasgow.ac.uk) with the subject line CENTRE REPORTING.
2. Further information on Research Centres and other Research Structures can be found at <http://www.gla.ac.uk/services/rsio/researchstrategypolicies/structures/>.

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| **General Information** |

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| Centre Name |  |
| Director  (name and contact details) |  |
| Administrator  (name and contact details) |  |
| Lead College and School/Institute |  |
| Website URL |  |
| Start Date of Centre |  |

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| **Overview of Centre Aims** |

Please use the box below to provide an overview of the focus and aims of the centre (maximum 200 words), noting particularly where these may have developed from the original rational outlined in the centre application.

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| **Active Participants** |

Please copy the list internal and external active participants from the most recent application or report, highlighting any changes from the previous list submitted (add or delete rows as appropriate). Evidence of active participation in the centre comprises joint funding applications or awards between centre members, or collaborative outputs such as publications or Knowledge Exchange projects.

**Internal Active Participants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Job Title | College | School/Institute | Relevant Research Area | Relevant Activity |
|  |  |  |  |  |  |
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**External Active Participants**

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| --- | --- | --- | --- | --- |
| Name | Job Title | Organisation | Relevant Research Area | Relevant Activity |
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| **Knowledge Exchange Activities over Past Year** |

Please use the box below to list the main Knowledge Exchange activities undertaken by the centre over the past year, copying what was submitted in the previous application or report and providing details of relevant outcomes and impacts (including links to events, etc. where available). Any additional activities undertaken should also be highlighted.

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| **Other Activities over Past Year** |

**Grant Awards**

Please use the table below to provide details of awards associated with the centre in the last year, including ongoing, new and pending awards (add or delete rows as appropriate).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Funder | Scheme | Value | Status (submitted, awarded) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Outputs**

Please use the table below to provide details of outputs published in the last year, including submitted, accepted and published outputs (add or delete rows as appropriate).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Author(s) | Output Type (e.g. journal article, report, monograph) | Output Details (e.g. Journal citation details, Book publisher) | Status (submitted, accepted, published) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Partnerships**

Please use the table below to list the partnerships, collaborations and external stakeholders involved in the centre (add or delete rows as appropriate).

|  |  |  |
| --- | --- | --- |
| Name | External Body | Involvement |
|  |  |  |
|  |  |  |
|  |  |  |
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**Other Activities**

Please use the box below to add any additional activities not listed above.

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| **Planned Events / Activities for the Year Ahead** |

Please use the box below to list any planned events and/or activities for the next year, noting prospective audiences, potential collaborations and possible future impacts.

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| **Future Ambitions** |

Please use the box below to provide an overview of the centre’s future ambitions, including KE activities, collaborations, outputs, events, funding applications and visiting researchers.

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| **Budget Details** |

Please use the table below to provide a summary of the previous year’s spending, including the sources of funding. This is based on the University’s financial year (1 August to 31 July); please replace ‘Year’ with the appropriate financial year (e.g. 2014/15).

|  |  |  |
| --- | --- | --- |
| Funding | Year | Funding Source(s) |
| Consumables |  |  |
| Equipment |  |  |
| Other Expenses |  |  |
| TOTAL ACROSS PROJECT |  |  |

Please complete the table(s) below outlining the centre’s funding profile for the activities proposed in the previous two sections, ‘Planned Events / Activities for the Year Ahead’ and ‘Future Ambitions’. Include the specific use of the funds in each category, details of funding categorised as ‘Other Expenses’ and the source(s) of funding.

This is based on the University’s financial year (1 August to 31 July); please replace ‘Year 1’ etc. with the appropriate financial year (e.g. 2014/15). Please add tables as appropriate.

**Activity 1: TITLE OF ACTIVITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Funding | Year 1 | Year 2 | Year 3 |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other Expenses |  |  |  |
| TOTAL ACROSS PROJECT |  |  |  |
| FUNDING SOURCE(S) |  |  |  |

**Activity 2: TITLE OF ACTIVITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Funding | Year 1 | Year 2 | Year 3 |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other Expenses |  |  |  |
| TOTAL ACROSS PROJECT |  |  |  |
| FUNDING SOURCE(S) |  |  |  |