

Small Grants Scheme Final Report Form

Please return to the Hon. Secretary within two months of the first anniversary of the award

<https://eps.ac.uk/small-grants/>

SECTION 1: Confirmation of Award

Short details of grant:

Award holder's name:	
Award holder's home institution:	
Award holder's email:	
Total expenditure to date:	
Total claimed (not to exceed value of award)	

TICK TO CONFIRM

- The bursary was used to support the research activities detailed in the original application
- All payments for directly incurred expenses have been made.
- If actual expenditure to date is less than the full value of the award, the additional monies (the difference between the full award and the actual expenditure) will be spent in continued support of the Award Holder's research activities
- Local ethics procedures were adhered to.
- The EPS terms and conditions for the award of Small Grants were adhered to.

The following must be provided within this form or enclosed with it.

- A 1000-word (max) report. See below for headings to be used
- An invoice for the full amount of the original award. The EPS does not regard grant activity and grant reports as supplies or deliverables for specific items, and therefore does not expect to pay VAT on grant invoices.
- Signatures of the Award Holder and the Head of Department

SECTION 2: Final Report

2.1 Award holder's details

Name:			
Departmental Address:			
Phone:		Fax:	
Email:			

2.2 Final Report Headings:

A report should be attached that includes sections addressing each of the following. The report should not exceed 1000 words. Up to four Tables/Figures may be included.

Summary of research: Provide a brief description of the research work undertaken and how this fulfilled the original aims of the bursary.

Expenditure to date: Provide a very brief summary of expenditure (this need not add up to the total value of the award).

Anticipated publications: Details of any publications likely to arise as a result of this research, either directly or indirectly. The Society appreciates that not all projects will lead to publishable results.

SECTION 3: Confirmation

We confirm that the information provided in Sections 1 and 2.1 are correct.

Award Holder's signature Date

Head of Department's signature Date

Send this form and enclosures to:

Professor Heather Ferguson (EPS Hon Secretary)

School of Psychology,

Keynes College

University of Kent

Canterbury

CT2 7NP