

## Study Visit Grant Final Report Form

*Please return to the Hon. Secretary within  
8 weeks of the end of your visit*

<https://eps.ac.uk/study-visit-grants/>

### SECTION 1: Confirmation of Award

#### Short details of grant:

<b>Grant holder's name:</b>	
<b>Grant holder's email:</b>	
<b>Grant holder's home institution:</b>	
<b>Institution Visited:</b>	
<b>Total Expenditure: (Not to exceed value of award)</b>	

#### TICK TO CONFIRM

- The grant was used to support the research activities detailed in the original application
- All payments for directly incurred expenses have been made.
- Local ethics procedures were adhered to.
- The EPS terms and conditions for the award of Study Visits 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.
- Signature of the Grant Holder and Grant Host.

## SECTION 2: Final Report

### 2.1 Grant holder's details

<b>Name:</b>	
<b>Home Institution Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### 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 duration of visit and research work undertaken, relating to how this fulfilled the original aims of the bursary.

**Benefit of visiting host institution:** Outline how the visit benefited research undertaken.

**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.

Grant Holder's signature ..... Date .....

Grant Host's signature ..... Date .....

Please send this form and enclosures as a combined PDF by email to [expsychsoc@kent.ac.uk](mailto:expsychsoc@kent.ac.uk).

Alternatively, hard copies may be sent to:

EPS Hon. Secretary, Professor Heather Ferguson

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