



Research Workshop Final Report Form

Please return within two months of completion of the workshop
<https://eps.ac.uk/research-workshops/>

SECTION 1: Confirmation of Award

Short details of grant:

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

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 the Research Workshop 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.
- ☐ A copy of the programme of the workshop.

SECTION 2: Final Report

2.1 Award holder's details

Name:	
Departmental Address:	

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.

Summary of workshop: Provide a brief description of the research workshop activities, and how this fulfilled the original aims of the grant.

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

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**

Award recipients need to prepare and submit a single PDF file of the aggregated, signed application material to expsychsoc@kent.ac.uk.