



## Small Grants Scheme Final Report Form

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

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

### SECTION 1: Confirmation of Award

#### Short details of grant:

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

#### 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.
- ☐ 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 total expenditure (not exceeding the value of 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

<b>Name:</b>			
<b>Departmental Address:</b>			
<b>Phone:</b>		<b>Fax:</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 research work undertaken and how this fulfilled the original aims of the grant.

**Expenditure to date:** Provide a summary of expenditure (this should add up to the total expenditure claimed).

**Anticipated publications:** Details of any publications, presentations or larger funding applications 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 .....**

Please prepare and submit a single PDF file of the aggregated, signed material and send to [expsychsoc@kent.ac.uk](mailto:expsychsoc@kent.ac.uk).

It is the recipient's responsibility to ensure that all material is compiled and formatted appropriately.