# Text Description automatically generated

# Athenaeum Awards Report Template – Projects

**Please use the headings below to help you complete your reports.** Please note that these reports will be used for internal audit purposes, as well as for internal and external communications.

## A brief description of your project plus short biography and headshot (Circa 100 words, within **two weeks** of award funding) **written in third person.**

### Interim report (Circa 300-500 words, within **six months** of award funding)

* a brief update on progress, including any changes to the original proposal
* any problems you have faced, and any assistance needed from the Research and Knowledge Exchange department
* expected completion date of the project

### Full report (Circa 500-1000 words, within **12 months** of award funding)

* a timeline for the project including details of what happened, where it happened, when it happened, project partners and collaborators, and if not already completed, expected completion date of the project
* any changes to the original proposal, including budget
* a final budget, including receipts for expenditure
* personal and professional benefits and impact as a result of the funding
* benefits and impact to RCS and to the wider field
* outputs including papers, presentations, performances, recordings, etc.
* any networking, new contacts or further work that have resulted from the project
* whether you have registered as a sole trader, business or partnership as a result of the project
* your next steps
* your plans for sharing your findings at RCS
* please include any relevant photos, videos, images, and recordings

Please return your reports to [keadmin@rcs.ac.uk](mailto:keadmin@rcs.ac.uk)  within the time frames shown above.

Please also remember to update your [PURE profile](https://pure.rcs.ac.uk/admin/login.xhtml)!

Many thanks!