

## **Guidelines for Grant Reports**

As a condition of receiving a grant award from the Society, you are required to submit a report as outlined below.

### **Student Grant:**

One A4 side (approximately 500 words) submitted within 2 months of the closing date of the conference. Please describe the importance of attending the applied for conference and how this has supported applicant's studies. Please describe what the applicant has gained or learned by attending. \*

### **Innovation and Field Grants:**

Up to two A4 sides (approximately 1000 words), submitted within 6 months of receiving funding. Describing how the funding was heard about and why the application was submitted. Describing how the funding received by the Society has enabled the applied for project to go ahead and how the purchased equipment has been used. How has this project benefitted future developments?\*

**\*Photographs** welcomed from all reports, however we require a disclaimer\* (photographic waiver / release form) for each person in the photo due to data protection. These may be published electronically or distributed in publications.