Guidance

Please complete all relevant sections for your award *over this reporting period*. We may ask for supporting evidence. Leave other sections blank.

For further assistance, contact the SFC project officer named in your [award letter](#Award).

The completed return should be emailed to [rosi@sfc.ac.uk](mailto:rosi@sfc.ac.uk) including an electronic signature or a scanned, signed cover page by **12:00 on 30 September.**

Annual return [Section 1]

Return approval

|  |  |  |  |
| --- | --- | --- | --- |
| Reporting period: | Only adjust dates if, by agreement with SFC, you are reporting for different period than the previous academic year. | 01/08/2021 | 01/07/2022 |
| Award activity: | Please give the start and end dates for all the activity funded by this award. | [Enter start date] | [Enter end date] |
| SFC project code: | [In our award letter] | | |
| Award title: | [In our award letter] | | |
| Reporting institution: | [Institution name] | | |
| Award contact: | [Name and contact telephone / email] | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature (Reporting Lead) | [Please enter signature to endorse all contents of this return to SFC in relation to this award] | Date |  |
| Signature (authorised financial officer of reporting institution) | [Please enter signature to endorse the financial statement of this return to SFC in relation to this award] | Date |  |

Award summary

|  |
| --- |
| Please insert the summary used in your [proposal](#Proposal) or latest agreed version (provide date of this revision). We may use this summary in reports to the SFC Board and elsewhere.  [max 100 words] |

Financial statement

Using the same expenditure categories as in the original [proposal](#Proposal), please provide a financial statement accounting for the use of our grant. Partner institutions should be satisfied with the financial information before the authorised financial officer of the reporting institution endorses that SFC funding has been spent in accordance with the purposes for which it was awarded.

|  |
| --- |
| [Please provide an explanation for any significant expenditure variances from the original proposal during the reporting period.] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reporting Period/ £ | Cumulative award to date/ £ | Total award budget/ £ |
| **Income Received** | | | |
| SFC grant awarded |  |  |  |
| Institutional contribution |  |  |  |
| Other co-funding |  |  |  |
| ***Total Income*** |  |  |  |
| Expenditure *(Add or amend categories as needed)* | | | |
| Salaries |  |  |  |
| Equipment |  |  |  |
| Consumables |  |  |  |
| Travel & Subsistence |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| ***Total Expenditure*** |  |  |  |
| **Balance** |  |  |  |

Progress on agreed outcomes

Guidance

Please complete the table for each of the agreed outcomes, as set out in your SFC letter of award, with progress over the reporting period.

1. How many outcomes does your award have? 0

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Agreed outcome  Use most up-to-date version. If [Outcome](#Outcome) has been revised since your award letter, insert date of revision. | Is your award on track to achieve this outcome? | Commentary on and evidence of your progress achieved in current reporting year  If you have reported ***yes***, provide supporting evidence referring to any key [progress indicators](#Progress) set out in your [award letter](#Award).  If you have reported ***pending***, please explain circumstances e.g. work not scheduled to start until later.  If you have reported ***no***, please provide an explanation of the specific circumstances. Also briefly outline the effect this is having / will have on the delivery of award. | Geographical [Reach](#Reach) of outcome to date |
| 1 | [insert outcome 1] | YES  NO  Pending | [max 200 words] | [Choose an item] |
| 2 | [insert outcome 2] | YES  NO  Pending | [max 200 words] | [Choose an item] |
| 3 | [insert outcome 3] | YES  NO  Pending | [max 200 words] | [Choose an item] |
| 4 | [insert outcome 4] | YES  NO  Pending | [max 200 words] | [Choose an item] |

Add more rows to the table if you have more [outcomes](#Outcome).

Unanticipated outcomes

1. Have there been any unanticipated outcomes arising from your award in this reporting period? YES  NO

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details of the unanticipated outcome | How did this outcome come about? | [Geographical reach](#Reach) of this outcome? |
| a |  | [max 200 words] | [Choose an item] |
| b |  | [max 200 words] | [Choose an item] |
| c |  | [max 200 words] | [Choose an item] |

Add more rows to the table if you have more unanticipated [outcomes](#Outcome).

Award achievements

1. Please provide details of the achievements of your award *during this reporting period*.

If your response is ***yes*** to the questions below, please complete the relevant table as requested restricting your answers to this reporting period.

|  |  |  |
| --- | --- | --- |
| Has your award [enhanced people capacity](#Enhanced)? | YES  NO | [Table 1](#T1) |
| Were there any difficulties in filling any of the posts? | YES  NO | [Table 1](#T1) |
| Has your award [improved facilities or infrastructure](#Improved) at your or other institutions? | YES  NO | [Table 2](#T2) |
| Was further funding secured by your award over this reporting period? | YES  NO | [Table 3](#T3) |
| Has your award created new products or inventions? | YES  NO | [Table 4](#T4) |
| Has your award contributed to colleges’ and universities’ engagement with external bodies? | YES  NO | [Table 5](#T5) |
| Is your award connected to any wider recognition for the work of your project or team members? | YES  NO | [Table 6](#T6) |
| Has your award delivered any other significant achievements that we should be aware of? | YES  NO | [Table 7](#T7) |
| Have you put in place arrangements to sustain the [outcomes](#Outcome) of your award after our funding has ended? | YES  NO | [Table 8](#T8) |
| Has your award contributed to advances relevant to SFC’s [statutory responsibilities](#Stat)? | YES  NO | [Table 9](#T9) |

**NB You are only required to complete the sections in Tables 1-5 which are relevant to your award. All other sections should be left blank.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 1** | **Type of** [**enhanced people capacity**](#Enhanced)  (You should report here on all additional posts created for this project *in this reporting period* at both HEIs and colleges, not just those funded directly from this SFC funding, but **not** replacements for existing posts.)  (Please do not include any personal details) | **Total full-time Equivalents (FTEs) recruited** | **Nos of FTEs recruited on a permanent appointment** | **Nos of FTEs recruited on a fixed term basis for the duration of the project** |
| a | Academic research posts |  |  |  |
| b | Academic teaching posts |  |  |  |
| c | [Non-academic professional / managerial posts](#NAmanagerial) |  |  |  |
| d | [Non-academic technical posts](#NAtech) |  |  |  |
| e | [Non-academic communications posts](#NAcomms) |  |  |  |
| f | Administrative posts, including clerical posts, secretary and receptionists |  |  |  |
| g | Studentships or other student opportunities e.g. apprenticeship place |  |  |  |
| h | [Consultant](#Consultant) |  |  |  |
| i | Business [secondment](#Secondee) |  |  |  |
| j | Other (please describe) |  |  |  |
| Total | |  |  |  |
| h | Please describe any recruitment difficulties |  | | |
| Commentary: Use this box to provide more information on your answers in this Table. Please do not include personal details.[max 200 words] | | | | |

[**Top**](#Achievements)

|  |  |  |  |
| --- | --- | --- | --- |
| Table 2 | New or [improved facilities or infrastructure](#Improved) created *in this reporting period*? | Please provide details here about improvements created by your award | What was the reach of this improvement? |
| a | Equipment | [max 100 words] | [Choose an item] |
| b | Teaching / training facilities |  | [Choose an item] |
| c | Research facilities |  | [Choose an item] |
| d | Buildings e.g. laboratories / accommodation |  | [Choose an item] |
| f | Institutional or sectoral collaborations, including college and university collaborations |  | [Choose an item] |
| g | Teaching / training networks / training delivery partnerships |  | [Choose an item] |
| h | Research networks / knowledge exchange partnerships |  | [Choose an item] |
| i | Other (please describe the improvement) |  | [Choose an item] |
| Commentary: Use this box to provide more information on your answers in this Table [max 200 words] | | | |

[**Top**](#Achievements)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 3** | **Source of further funding secured** *in this reporting period* **and its purposes** (please tick all that apply) | **How much further funding was secured?**  **£K** | **Academic staff (Teaching & Research)** | **Non-academic staff** | **Studentships / other student opportunities** | **Facilities & Infra- structure** | **Teaching & Learning activities** | **Research activities** | **Knowledge Exchange & commercialisation activities** | **Other purposes** (please describe in box below) |
| 1 | Own Institution(s) |  |  |  |  |  |  |  |  |  |
| 2 | UK Research Councils |  |  |  |  |  |  |  |  |  |
| 3 | Scottish Government |  |  |  |  |  |  |  |  |  |
| 4 | UK Government |  |  |  |  |  |  |  |  |  |
| 5 | Enterprise agencies |  |  |  |  |  |  |  |  |  |
| 6 | Industry / Business |  |  |  |  |  |  |  |  |  |
| 7 | Charities |  |  |  |  |  |  |  |  |  |
| 8 | EU |  |  |  |  |  |  |  |  |  |
| 9 | International sources |  |  |  |  |  |  |  |  |  |
| 10 | Others |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |
| Commentary: Use this box to provide more information on your answers in this Table [max 200 words] | | | | | | | | | | | |

[**Top**](#Achievements)

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 4** | **New products and inventions created** *in this reporting period***?** | **Total number created?** | **Estimated total financial value?** |
| a | Software products |  |  |
| b | Technical products |  |  |
| c | Artwork and other creative products |  |  |
| d | Diagnostic tools or other interventions |  |  |
| e | Training packages |  |  |
| f | Curriculum enhancements |  |  |
| g | Good practice guidelines |  |  |
| h | Toolkits |  |  |
| i | Research tools / methods / databases / models |  |  |
| j | New communities of practice |  |  |
| k | Other (please describe) |  |  |
| Total | |  |  |
| Commentary: Use this box to provide more information on your answers in this Table [max 200 words] | | | |

[**Top**](#Achievements)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 5** | **Type of engagement with external stakeholders** *in this reporting period*  (Tick all that apply) | **General public** | **Local authorities including schools** | **Other public sector** | **Business (including SMEs)** | **Charities/ Third sector** | **Other (please briefly describe)** |
| a | [Communicating knowledge](#Comms) |  |  |  |  |  |  |
| c | [Sharing / exchanging knowledge](#Sharing) |  |  |  |  |  |  |
| d | Building relationships |  |  |  |  |  |  |
| f | Informing decision making |  |  |  |  |  |  |
| h | [Contractual relationship](#Contract) |  |  |  |  |  |  |
| i | Other (please describe) |  |  |  |  |  |  |
| Commentary: Use this box to provide more information on your answers in this Table [max 200 words] | | | | | | | |

[**Top**](#Achievements)

|  |  |  |
| --- | --- | --- |
| **Table 6** | Wider recognition for the work of your project or team members?  (Please do not include here any personal details) | Please tell us about any prizes, honours or other recognition achieved *in this reporting period* by any member of your project team connected with the award, including business and public sector awards as well as academic recognition [max 200 words] |
| **Table 7** | Any other significant achievements of your award *in this reporting period*? | Please provide details [max 200 words] |
| **Table 8** | Have any [sustainability](#Sustainability) arrangements been developed or implemented *in this reporting period*? | Please provide details [max 200 words] |
| **Table 9** | Have any contributions relevant to SFC’s [statutory responsibilities](#Stat) been made *during this reporting period*? | Please provide details [max 200 words] |

[**Top**](#Achievements)

Overall award progress

1. What is your overall assessment of award progress within the reporting period?

|  |  |  |
| --- | --- | --- |
| a | Please summarise your award’s progress during the reporting period.  (This summary may be used to illustrate your award to various audiences.) | **This question is mandatory** [max 200 words] |
| b | Please describe any [impacts](#Impact) of your award realised over the reporting period. | [max 200 words] |
| c | Any other comments on your award for this reporting period? | [max 200 words] |

1. Has your award funding finished in this reporting period? YES  NO

If **yes**, please continue and complete [Section 2](#S2). If **no**, please ensure [Section 1](#S1) is complete and return to SFC as detailed on [page 1](#S1).

# End of award return [Section 2]

Guidance

Complete this end of award report to help us:

* Gather experiences and views from our investments.
* Understand better what works well in projects and any challenges faced.
* Demonstrate to key stakeholders the impact of our investments.

Award [outcomes](#Outcome)

1. Thinking about your award overall how successful do you think you have been in delivering the award overall? Highlight any factors critical to this success and any challenges faced?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Agreed Outcome**  (Copy from [No 1](#T1) in Section 1) | **Achieved** | **Summary of outcome delivery** | **Factors critical for successfully delivering this outcome** | **Any challenges faced in delivering this outcome?** |
| 1 |  | YES  NO  Partial | [max 200 words] |  |  |
| 2 |  | YES  NO  Partial | [max 200 words] |  |  |
| 3 |  | YES  NO  Partial | [max 200 words] |  |  |
| 4 |  | YES  NO  Partial | [max 200 words] |  |  |
| 5 |  | YES  NO  Partial | [max 200 words] |  |  |

1. Have there been any unanticipated [outcomes](#Outcome) arising from your award? YES  NO

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Details of the unanticipated outcomes** | **How was this outcome achieved?** | [**Geographical reach**](#Reach) **of impact** |
| a |  | [max 200 words] | [Choose an item] |
| b |  | [max 200 words] | [Choose an item] |
| c |  | [max 200 words] | [Choose an item] |
| d |  | [max 200 words] | [Choose an item] |
| e |  | [max 200 words] | [Choose an item] |

Award Impacts

1. What [impacts](#Impact) have arisen from your award?

|  |  |  |  |
| --- | --- | --- | --- |
| [Impact](#Impact) focus | Yes /  No? | Details of impact  Briefly describe the [Impact](#Impact)s, how these were supported by specific [outcomes](#Outcome) from your award and when they occurred. | [Geographical reach](#Reach) of impact |
| Added value for the economy | YES  NO | For example: up-skilling, new jobs or new products [max 200 words] | [Choose an item] |
| Social and cultural change / benefits | YES  NO | For example: better quality of life arising from improvements created by enhanced social and health policy and practice [max 200 words] | [Choose an item] |
| Improvements for Higher or Further Education sector | YES  NO | For example: embedded collaborative culture, or new academic practices [max 200 words] | [Choose an item] |
| [SFC’s statutory responsibilities](#Stat) | YES  NO | For example: can you describe how understanding of equality and / or diversity has been developed, how opportunities have been enabled, or how issues have been identified that we can learn from? [max 200 words] | [Choose an item] |
| Other valuable impacts from your award | YES  NO | Please provide details [max 200 words] | [Choose an item] |

Future Impacts

1. Are there likely to be other impacts arising directly or indirectly from the outcomes of your award in the future? YES  NO

We appreciate that in some areas of investment, [impacts](#Impact) are achieved on a longer timescale than during our award funding**.** If this is the case for your award, please record the circumstances here.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details of anticipated impact  Please describe the anticipated [impact](#Impact), how specific [outcomes](#Outcome) / changes arising from your award will underpin the impact (even when link is not simple or direct) | Likely timescale  Indicate the likely timing of realising this impact | Likely [geographical reach](#Reach) of the impact |
| a | [max 200 words] |  | [Choose an item] |
| b | [max 200 words] |  | [Choose an item] |
| c | [max 200 words] |  | [Choose an item] |
| d | [max 200 words] |  | [Choose an item] |

Sustainability

1. Have any specific arrangements been put in place to sustain the [outcomes](#Outcome) / [impacts](#Impact) of this award after SFC funding has ended?  
   YES  NO

|  |  |  |
| --- | --- | --- |
|  | Details of [sustainability](#Sustainability) arrangements  Please describe each arrangement, how successful it has been to date and how it will be supported in the future | What do you see as the critical factors for successful [sustainability](#Sustainability) of your award’s [outcomes](#Outcome) / [impacts](#Impact)? |
| a | [max 200 words] |  |
| b | [max 200 words] |  |
| c | [max 200 words] |  |
| d | [max 200 words] |  |

1. If no [sustainability](#Sustainability) arrangements have been put in place, please describe the expected legacy of your award.

|  |
| --- |
| [max 200 words] |

Lessons learnt

1. Are there insights and / or lessons learnt from undertaking your award? YES  NO

|  |  |  |
| --- | --- | --- |
|  | Lessons Learnt | As well as commenting here on the substantive issues your award was advancing, we are also interested in the way in which your project was undertaken, such as working with partners and with SFC in addition to your immediate team and institution. Suggestions for future practice based on your experience with undertaking the award are welcome. |
| a | What worked well in undertaking your award? | [max 200 words] |
| b | What didn’t work as well as expected and how could things have worked better? | [max 200 words] |
| c | Are there issues which arose over the course of the award which SFC should be aware of for future funding of other investments? | [max 200 words] |
| d | As a result of undertaking this award will you be changing the way you undertake / manage projects in the future? | [max 200 words] |

1. Any other comments on your award and your experience of undertaking it? YES  NO

|  |
| --- |
| If **yes**, please provide details [max 200 words] |

## Award dissemination

1. Please describe activities related to sharing the outcomes of the award, e.g. with others within the public / private sectors.

|  |  |  |  |
| --- | --- | --- | --- |
| a | Have you undertaken activities to disseminate the [outcomes](#Outcome) / [impacts](#Impact) of your award? | YES  NO | If yes, please provide details of these activities and their audiences [max 200 words] |
| b | Are there particular outcomes arising from your award that you would be happy for SFC to use to demonstrate the value of investments in Scotland’s universities and colleges? | YES  NO | If yes, please provide a short summary of these outcomes and a named contact to allow us to follow up. In addition, it would be useful to have a brief ‘twitter–style’ headline or comment for each outcome  [max 200 words] |

**Thank you for completing your end of award report (Section 2).** Please email your completed report to [rosi@sfc.ac.uk](mailto:rosi@sfc.ac.uk) as detailed on [page 1](#S1).

Definitions

|  |  |
| --- | --- |
| Proposal | The original statement which you provided to SFC of what outcomes you want to achieve, how you will deliver and the costs of undertaking the work. |
| Award letter | Our letter offering funding which set out agreed outcomes, the scale of funding offered and the conditions of grant. |
| Outcome | The changes or differences you plan to achieve through the activity funded by our award. Outcomes are the result of the activity, not the activity itself. Outcomes can be changes in behaviour, attitudes, knowledge, infrastructure, capacities or skills. |
| Progress indicators | Measures which help determine your progress towards achieving the agreed outcomes during the period of your award. |
| Impact | Any longer term effect of an activity or outcome which adds value or benefit to others, which may concern, for example:   * Improved educational and skill levels of the workforce. * Solutions to societal problems. * Economic impacts. * Improvements in survival, morbidity or quality of life. * Changes in public attitudes on social issues. * Improvements in the regulatory environment. * Improvements in public service delivery.   The 2014 UK Research Excellence Framework exercise used the following definition of impact…. ‘an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia’. |
| Geographical reach of outcomes and impacts | The extent of the geographical reach for each outcome / impact reported on should be recorded using the following categories:   * Regional- within the Scottish region where your project is located (e.g. Strathclyde or the Lothians). * National (Scotland). * UK-wide. * International. |
| Enhanced people capacity | **New** postscreated, at both HEIs and colleges, by the project *in the reporting period*, not just those funded directly from the SFC funding contribution, such academic teaching and research posts,  non-academic posts, [consultants](#Consultant), [secondments](#Secondee) or studentships**.** Current staffcontributing to projects as part of their existing role **or** staff replacements for existing posts **should not be included.** |
| Improved facilities / infrastructure | New or enhanced training facilities, laboratories, IT infrastructure or newly created people networks including scientific or teaching collaborations (national and international) and knowledge exchange partnerships with business. |
| [SFC’s statutory responsibilities](#Stat" \o "Click to view definition) | These include, in summary:  **Equality and diversity**: the elimination of discrimination, harassment & victimisation and the advancement of equality of opportunity for protected groups (Equality Act 2010)  **British sign language** and **Gaelic**: facilitation and promotion of the use of these British languages (British Sign Language (Scotland) Act 2015 and Gaelic Language (Scotland) Act 2005)  **Climate change**: deliver reductions in carbon emissions (Climate Change (Scotland) Act 2009)  **Nature conservation**: reduce negative effects on biodiversity (Nature Conservation (Scotland) Act 2004) |
| Consultant | Any person or business contracted but not directly employed by an institution, i.e. HEI or college, to provide advice and services to your project, such as legal advice on commercialisation. |
| Secondment | Any person who continues in employment with an external body, including the private sector, public sector and voluntary or charitable bodies, while providing input to the award. |
| Non-academic professional / managerial | Professional / managerial posts such as knowledge exchange, business engagement or relationship management, student support and quality assurance professionals. |
| Non-academic technical posts | Technical posts such as laboratory, engineering, building, IT and medical technicians (including nurses). |
| Non-academic communication posts | Communications posts such as media, public relations and marketing posts. |
| Non-academic staff posts (All) | All non-teaching or research posts. |
| Communicating knowledge | One way transfer of knowledge from academia to wider audiences. |
| Sharing / exchanging knowledge | Two or multi-way communication and dialogue between academia and external communities. |
| Sustainability | Continuing the benefits created by the strategic investment, after SFC funding has ended. This may be in a different format from the original project. |
| Contractual relationship | Formal agreement to provide / exchange services, which may or may not involve financial payment |