

## ***Annex 2: Report to the Stapledon Memorial Trust***

Fellows are required to produce a report within two months of the completion of the Fellowship. Both a hard copy and an electronic version should be submitted to the Trust Secretary (to the address that currently appears on the Trust website).

The body of the report (that is excluding any Annexes) should generally not exceed 10 sides of A4 in single spacing using font 12. The report will be placed on the Trust's website, so do not include confidential information or material with intellectual property right sensitivity. If such form a major part of the Fellowship, then the Fellow can include these details in a separate report that will be confidential to the Trustees.

The report should include (a) name of Fellow and contact address and email, (b) the main purpose of the Fellowship, (c) dates for start and end of Fellowship, (d) the name of the UK lead organisation and contact person with address and email, (e) outline of work done during the Fellowship, including details of research that you carried out or were involved with (a detailed itinerary should not be included in the main report, but can be provided in an Annex), (f) indication of experience gained or contacts made that will be of particular value for you or your organisation and (g) if appropriate, indicate any plans for follow up from the Fellowship.

*We wish to avoid the need for multiple reporting in cases where Fellows have received funding from several sources. It is quite likely that alternative formats will be acceptable to the Trust. If the Fellow would prefer to submit a report in an alternative format, please provide details and seek approval of the Trust Secretary.*

Updated October 2009