



The Royal Academy  
of Engineering

# Global Research Awards

## Reporting Procedures

### **Bimonthly Progress Reports**

A report outlining the progress of the secondment research and related activities should be submitted after each two month period overseas or *pro rata*. The report form can be downloaded from [www.raeng.org.uk/gra](http://www.raeng.org.uk/gra) and when completed, please return by email to the Scheme Manager ([misty.palmer@raeng.org.uk](mailto:misty.palmer@raeng.org.uk)).

### **Final Report**

A final report summarising the completed secondment research project and dissemination activities should be submitted no later than three months after returning to the UK to the Scheme Manager ([misty.palmer@raeng.org.uk](mailto:misty.palmer@raeng.org.uk)). The submission of this report will release payment of the final 10% of the Award to the Employer. The report will be evaluated by members of your Interview Panel and the Steering Group for the scheme.

The completed report should be not more than 10 A4 pages in length, including figures and references. Please use the following headings.

- **Introduction**

A short overview of the research project.

- **Research Work Programme**

Discuss the completed work programme and to what extent the aims and objectives of the secondment, as set out in the application, were achieved.

- **Research Collaborations and Networks**

Discuss the new collaborative relationship between your research group, Employer and Host and how the secondment was of benefit. Are any further research collaborations or grant applications planned? Additionally, mention any other research networks that may have been established due to the secondment.

- **Dissemination Activities**

Discuss all dissemination activities and state specifically the names of conferences, workshops, publications, etc. If applicable, make mention of conferences or workshops for which funding was provided.

- **Commercial Exploitation**

Discuss the possibility or progress of any commercial exploitations of your research, in particular, mention any patent applications that may have arisen.

- **Economic and Social Impact**

Outline the benefits and/or effects of your secondment on your research group and Employer. Additionally, discuss the much wider implications of your research and how your secondment has or will impact on UK plc.

- **Personal and Social Aspects**

Comment on the working and social environment and how it contributed to your secondment.

- **Conclusion**

Discuss the overall success of your secondment and any career benefits.

Any comments on the scheme itself or suggestions for changes are most welcome.