

Template: EDI Project Fund report form

**Please note that this Word document is a template only and is provided to help awardees prepare their end-of-project report. All reports must be submitted by completing the online report form on the** [**EDI Project Fund web page**](https://www.st-andrews.ac.uk/about/edi/project-fund)**.**

Thank you for undertaking the activities that were supported by the University’s Equality, Diversity and Inclusion (EDI) Project Fund. We hope that your project was successful.

For all projects, funding recipients are required to complete a short end-of-project report within 3 months of completing the project. The information provided in this form will help the EDI Project Fund Team to maintain a record of project outcomes and monitor the overall success of this funding scheme.

The University may highlight notable projects when reporting on EDI-related activities across the institution (e.g., in relevant external charter mark submissions).

Please direct any enquiries to the EDI Project Fund Team at ediprojectfund@st-andrews.ac.uk.

Start the report by selecting the 'Next' button, or return to the [EDI Project Fund](https://www.st-andrews.ac.uk/about/edi/project-fund) web page.

1. Lead applicant's name and email address:

First name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please state whether you were awarded funding from the Small or Large funding category:

☐ Small award (up to £500)

☐ Large award (between £500 - £2,500)

3. What was the **title of the project** (please use the same title that you used in the application form):

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4. What were the **key aims or objectives** of the project? (maximum 500 characters with spaces).

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5. Please provide a **brief description of the completed activities**(e.g., research activities that were undertaken, events that were organised, etc) and highlight any ways in which the activities were particularly successful (maximum 2000 characters with spaces).

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6. In what way has the project **enhanced equality, diversity and inclusion in St Andrews, or increased our understanding of equality, diversity and inclusion issues** within higher education settings? (maximum 1000 characters with spaces).

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7. What actions have you taken, or do you plan to take, to **disseminate the findings, outputs or outcomes of the project** to relevant members of the institution and/or, where relevant, a wider audience? (maximum 1000 characters with spaces).

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8. Would you (or your co-applicants) potentially be interested in **show-casing your project at a University-wide dissemination event** alongside other awardees from this scheme (e.g., giving a talk or other form of presentation)?

[ ]  Yes

[ ]  No

Thank you for completing the report form for the Equality, Diversity & Inclusion Fund at the University of St Andrews. This is the last page of the report form.

If you are ready to submit please press 'next'; otherwise, you may go back to the previous pages to edit your responses.

The next page has an option for you to **download a PDF of your report** (top right of the screen).

If you have any queries, please email ediprojectfund@st-andrews.ac.uk.