

Background

The Gender Institute funds a range of projects and activities each year including postgraduate workshops, writing workshops for early career researchers, gender equity research, innovative women's career development proposals as well as seminars, lectures, conferences and panel events.

Why are there grant reporting requirements?

The Gender Institute promotes the excellent work being done by our members and grant recipients by publishing reports on outcomes on the Gender Institute website. By making these reports public, the Gender Institute hopes to publicise the diversity of projects and activities associated with the Gender Institute and showcase important events, projects and initiatives around gender and sexuality at the ANU.

When are reports due?

A report on outcomes and a **separate** financial acquittal are expected from all participants within **three months** of completion of the event/project timeframe. Please submit these documents to the Gender Institute administrator, admin.genderinstitute@anu.edu.au.

For examples of previous reports on outcomes, please visit the Previous Grant section of the [Grants and Awards page](#) of our website.

Categories

Report on outcomes

Reports should be one to two pages long and include the following information:

Grant details

- A short introduction stating the reason why you sought funding from the Gender Institute and what you were able to achieve with this grant

Project/event details

- The title of the project/event/initiative
- Date(s) of the event or project timeframe
- A brief description of the project/event/initiative
- A short comment on how the project exceeded or fell short of expectations
- The names of speakers or panellists, with a short biography on each

Impact

- Give an indication of the number of participants and their academic levels (e.g. postgraduates, ECRs, senior researchers, etc.)
- Specify, if possible, the affiliations of attendees (i.e. ANU internals vs ANU externals)
- Give details of the impact or outcomes of the event/project for the University and the wider community, and assess the extent to which you achieved what you set out to do

Outcomes

- The event program, if available
- The event/project flyer or poster, if available
- Submit any photographs and/or videos (in the highest possible resolution) **separately** in order to maintain the quality of the image.
- If you event/project receive any media coverage please include any articles, press clippings, podcasts, radio interviews, etc.

The Gender Institute Administrator can assist with collating all the separate items of the report into one consolidated document. Please send the separate elements of the report to admin.genderinstitute@anu.edu.au as email attachments (i.e. the report (which acts as a cover page), the event program or flyer/poster, photographs, press clippings etc.).

Financial acquittal

Financial acquittals should be brief and include the following information:

- The total amount of funds received from the Gender Institute
- The date you received the funding, if this information is available
- A detailed breakdown of the expenditure

Deviations: Please note and justify any financial deviations that occurred and are not in line with the original budget justification and budget breakdown you provided as part of your application for funding.

Return of Unexpended Funding: Any grant funds unexpended or uncommitted at the end of the project/event timeframe must be promptly returned to the Gender Institute. Please contact the Gender Institute Administrator to arrange for the transfer of unused funds.

Permission must be sought from the Gender Institute Convenor, margaret.jolly@anu.edu.au, if you wish to re-allocate any surplus funds into another venture.

The Gender Institute regards reports on outcomes as an important part of the grant process. Failure to provide a report and financial acquittal may be taken into account when considering future grant applications.