



## Gender Institute Research Funding for Working Groups: Reporting Guidelines

### Background

The Gender Institute's (GI) Research Funding for Working Groups aims at developing fresh collaborations, both across our network and with gender researchers outside ANU. The GI requires a report on outcomes as well as a financial acquittal as a condition of the award of a grant. The Institute regards reports on outcomes as an essential part of the grant process and failure to provide a report and financial acquittal may be taken into account when considering future grant applications.

### Why are there grant reporting requirements?

Reports on the outcomes and spending of grants form an important part of tracking our work, and thus our accountability and responsibilities as an ANU Institute. Reports on outcomes are a source of valuable data, providing insight into the Institute's network and research building, as well as engagement capacity across the University and beyond. The GI also promotes the excellent work being done by our members and grant recipients by publishing reports on outcomes on the GI website. By making these reports public, the GI showcases the diversity of projects and activities associated with the GI and highlights 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 project timeframe.

- **Submit these documents to the GI administrator,** [admin.genderinstitute@anu.edu.au](mailto:admin.genderinstitute@anu.edu.au)
- *Note that your project details, as well as any research outputs will be showcased on the Gender Institute website and featured alongside other GI-sponsored [research projects](#).*

In addition, we ask all research grant holders to **inform us of any new publications, grants, collaborations or other outcomes that arise out of projects we have funded**. We will 'check in' on a regular basis while the project is underway for updates on work-to-date, such as timeline, plans, expenditure and any difficulties encountered. We may also contact you to ask about any new outputs after your report has been submitted, as we are aware that the full results of a project can take some time to be realised. We aim to feature all new gender-related publications and GI member news/publications on our website and in the newsletter and are especially keen to know about and promote work arising from, or related to our funding.

## Categories

### 1. Report on outcomes

Reports should include the information outlined below.

#### Grant details

A short introduction suitable for the website, summarising what you were able to achieve with this grant.

#### Project details

- The title and brief description of the research project
- Date(s) of the project time-frame
- A comment on how the project exceeded or fell short of expectations
- The names of researchers involved, with a short biography (current position, research area, significant recent publications) on each.
- *This information might be substantially the same as the original proposal, but please draw attention to any changes e.g. developments in project, changes in dates, updates in personnel involved.*

#### Impact

- 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.
- Provide details of any significant reviews or media attention related to the project.
- Give an indication of the number of participants in any events related to the project and their academic levels (e.g. HDRs, ECRs, senior researchers, ANU or external).
- Provide any feedback received from organisers, participants and/or attendees. These can be supplied in the form of (anonymous) quotes, emails, text messages, social media posts or comments, as well as through formal surveys (we strongly encourage you to seek feedback which evidences the participants and audience reception of events, if any formed part of the project).

#### Research outputs/Further collaboration

- Give details and timeframes of research outputs already completed or any you expect the research project to generate. These may include publications, briefings, recorded seminars and podcasts, interviews, policy advice, and applications for further funding of the project.
- Provide information on projected future collaborations, if applicable.

### 2. Financial acquittal

Financial acquittals should be brief and include the following information:

- The total amount of funds received from the GI
- The date you received the funding, and the GLC of the account the funds were transferred into, 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 GI. Please contact the GI administrator to arrange for the transfer of unused funds.

**Re-allocations:** Permission must be sought from the GI Convenor, [fiona.jenkins@anu.edu.au](mailto:fiona.jenkins@anu.edu.au), if you wish to re-allocate any surplus funds into another venture.