



## Gender Institute Reporting Guidelines

### Background

The Gender Institute funds a range of research, projects and activities each year and requires a report on outcomes as well as a financial acquittal as a condition of the award of a grant. The Gender Institute regards reports on outcomes as an essential part of the grant process. 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 Gender Institute also 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 showcases the diversity of projects and activities associated with the Gender Institute 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 event/project timeframe.

In addition, we ask all grant holders to **inform us of any new publications, grants, collaborations or other outcomes that arise out of projects we have funded**. We may remind you about this 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 Gender Institute member news on our website and in the newsletter and are especially keen to know about and promote work arising from, or related to our funding.

Please submit these documents to the Gender Institute administrator, [admin.genderinstitute@anu.edu.au](mailto:admin.genderinstitute@anu.edu.au). For examples of previous reports on outcomes, visit the [Previous Grants](#) section on our website.

*The Gender Institute Administrator can assist with collating all the separate items of the report into one consolidated document if needed. Please send the separate elements of the report to [admin.genderinstitute@anu.edu.au](mailto: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.).*

## Categories

### Report on outcomes

Reports should include the information outlined below.

#### 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 time-frame
- 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.

#### Feedback

- We strongly encourage you to seek feedback which evidences the participants and audience reception of events.
- 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.

#### Materials

- The event program, if available
- The event/project flyer or poster, if available
- If your event/project received any media coverage please include any articles, press clippings, podcasts, radio interviews, etc.

***Submit any photographs and/or videos (in the highest possible resolution) separately in order to maintain the quality of the image.***

#### Planned outputs/Further collaboration

- Specify if the project/event/initiative will lead to a further project/collaboration or if it is stand-alone
- Give details and timeframes of publications, webinars, resources, policy advice, media etc. you expect project/event/initiative to generate
- Provide information on projected future collaborations, if applicable.

### 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.

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