

### **Cambridge Reproduction: Events Fund Post-Award Report Form (2023–24)**

Please return this report form to Christina Rozeik ([coordinator@repro.cam.ac.uk](mailto:coordinator@repro.cam.ac.uk)) within one month of completing your funded event.

We will use some of this information on our website, to show the kinds of activities that we have previously supported through the **Events Fund**.

Applicant and award details

|  |  |
| --- | --- |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Event funded |  |
| Date of award |  |
| Amount of award |  |

Event details

|  |  |
| --- | --- |
| Event date |  |
| Event location |  |
| Type of event  e.g. workshop, conference, public lecture |  |
| Partner individuals or organisations involved |  |
| Brief description of event |  |
| Link to event online |  |
| Other event materials attached  e.g. conference programme, training schedule, etc. |  |

Final costs

Total final cost of the event (please include a breakdown of expenses). You will need to include receipts or proof of expenditure for any expenses that are covered by your award.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Amount** | **Receipt?** |
| Travel and subsistence |  |  |
| Venue and equipment hire |  |  |
| Catering costs |  |  |
| Staff costs |  |  |
| Student support |  |  |
| Other (please state expenditure type) |  |  |
|  |  |  |
| **Total final event cost** |  |  |

Post-event report

What are your main conclusions arising from the event. How has the event advanced knowledge and understanding in the area of reproduction?

What are your recommendations and learning from the event?

What are the outcomes and outputs from the event (e.g. new collaborative networks, the outline of a funding proposal, planned publications or resources, online materials, etc.)? Copies of outputs should be attached to the emailed report.

Recommended next steps to follow up the event (including, but not limited to, estimated scale of funding required).

Any other comments?

Will any funds be returned to Cambridge Reproduction? If yes, please state the amount. Your award should be spent entirely on costs associated with your event and any underspend must be returned to Cambridge Reproduction.

Supporting information

Reports must be accompanied by:

* receipts or proof of expenditure for any costs that are covered by the award;
* image(s) of the event for use on the Cambridge Reproduction website;
* copies of outputs from the event;
* a list of attendees, including their affiliations and whether they are staff or students.

Have you enclosed proof of expenditure for the costs that your award covers?

Yes / No *please delete as applicable*

Have you attached an image(s) of your event for use on the Cambridge Reproduction website?

Yes / No *please delete as applicable*

Please give details of any captions or credits that should accompany the image(s):

Please make sure that your application form has been signed and dated:

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

*In signing this application I confirm that the information that I have given is accurate and that I give permission to Cambridge Reproduction to use text from this report and/or the images supplied on its website, social media or annual report.*

Please return completed forms to Christina Rozeik ([coordinator@repro.cam.ac.uk](mailto:coordinator@repro.cam.ac.uk)) within one month of completing your funded event. If you have any questions about the reporting process or about the **Events Fund**, please contact Christina Rozeik as above.