

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

Please return this report form to Tamsin Smyth (admin@repro.cam.ac.uk) within one month of completing your funded project.

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

Applicant details

|  |
| --- |
| First applicant |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Second applicant |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Third applicant (if applicable) |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |

Award details

|  |  |
| --- | --- |
| Project title |  |
| Date of award |  |
| Amount of award |  |

Project details

|  |  |
| --- | --- |
| Project start date |  |
| Project completion date |  |
| Partner individuals or organisations involved |  |
| Lay summary (max. 200 words)Please describe your project in non-technical terms. This should include what you hoped to find out, how you investigated this problem, and what the wider impact was/will be from your research. |  |
| Link to project online |  |
| Links to any relevant information*e.g. conference or partner website* |  |

Final costs

Total final cost of the project (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?** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Total final project cost** |  |  |

Did you use any matching funds to support your project? Please give details if so.

Post-award report

What are the outcomes and outputs from your project (e.g. new collaborative networks, the outline of a funding proposal, new data or methodologies, planned publications or resources, online materials, etc.)? Copies of outputs should be attached to the emailed report. (*max. 200 words*)

What impact has the project had on interdisciplinary research and networking for the reproduction community in Cambridge? (*max. 200 words*)

What impact has the project had in the field of reproduction more widely? (*max. 200 words*)

What are your planned next steps to follow up the project? Please give details of any planned grant applications arising from this project.

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 project 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 project for use on the Cambridge Reproduction website;
* copies of outputs from the project;
* a list of participants, 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 project 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 report form has been signed and dated:

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

*In signing this report 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 Tamsin Smyth (admin@repro.cam.ac.uk) within one month of completing your funded event. If you have any questions about the reporting process or about the **Incubator Fund**, please contact Tamsin Smyth as above.