

Partnership Grants: reporting guidance

Partnership Grant holders (including extension grant holders) are required to submit regular reports on their project progress from the time they receive their funding to the time their project finishes. This reporting is a mandatory part of the Partnership Grant agreement, but requests will be kept to a minimum throughout the year. Report requests and deadlines will be issued via email (education@royalsociety.org) from the Schools Engagement team with plenty of notice provided before the submission deadline. A short summary of reporting timing can be found on the Society's website:

This reporting falls into two main areas:

1. Termly grant update

Due in the middle of the term (October, February, and May). Teachers could invite their STEM partners to contribute to this update. There are two key elements:

- 1) **A short online survey.** Gathering basic information about the progress of the grant generally, including an update on the expected timescale of the project, the grant spend so far, and the level of engagement between students and STEM partner to date. This is also an opportunity to let us know how you have been sharing and celebrating your project with others. The information is captured via Smart Survey.
- 2) **A scientific poster.** The poster provides a technical but accessible summary of your project that can be shared with other schools and scientists. The poster summary could be written by the students and should include why you are investigating your project, what you have worked on and discovered to date, and what you are planning to do next. The poster is submitted as part of the online survey and a guidance template will be made available in advance. Once you have submitted your first poster, you can then update this with any new information and/or progress for future updates.

2. End of project reporting

The end of project reporting is due once the main project has been completed (legacy activities based on the success of the main project may or may not have started yet). STEM partners and students will need to contribute to this reporting.

The end of project reporting comprises five items:

- **Three online surveys:** one for the Lead teacher, one for the STEM partner and a short survey that all students involved in the project should complete individually.
- **One evaluative project summary:** the summary should give a brief overview of the impact of the grant and should include details on the final budget spent, project successes, the benefits of participating in the grant (unique experiences, future legacy activities etc) and any general lessons learnt that might be useful for others interested in the scheme. The summary should be based on a more detailed internal evaluation that we expect all grant holders to undertake for the benefit of their Senior Leadership Team and STEM partners. Guidance for this will be provided by the Society.
- **One final copy of your scientific poster:** the poster should summarise what the project was aiming to achieve and what the students discovered by the culmination of the project.

Links for the surveys, guidance for the project evaluation and the evaluative summary that needs to be submitted, and a template for the poster will be provided in the requesting email.

Please ensure all reporting is submitted by the deadline requested. Missed reporting will be followed up and, if not completed, may lead to a request for grant funding to be repaid.

Sharing best practice

We encourage Partnership Grant holders to share their project experience and knowledge informally with others throughout their project and after its completion. We provide several channels to help spread best practice and successes more widely.

- On social media please use #PartnershipGrants and tag the Royal Society (Twitter: @royalsociety Facebook/Instagram: @theroyalsociety)
- Connect with other Partnership Grant projects from across the UK through our [STEM Community group](#) and help to inspire others thinking of applying for the scheme with your project progress.
- Write a short story for our [blog](#) about your project generally, or a specific part, for example: developing links with other schools, supporting students with SEND to access investigative science or solving a real-world challenge.

If at any time you have any questions about the reporting process or sharing best practice, please contact the Schools Engagement team via education@royalsociety.org.