

Partnership Grants: reporting guidance

Partnership Grant holders (including extension grant holders) are required to submit regular updates regarding their grant and 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 (from education@royalsociety.org) by the Schools Engagement team, with plenty of notice provided before the submission deadline.

A short summary of reporting and timing throughout the year can be found on the Society's website: <https://royalsociety.org/grants-schemes-awards/grants/partnership-grants/partnership-grant-holder-information/>

This reporting falls into two main areas:

1. Termly grant update

Due in the middle of the term (October, February, and May). Teachers can invite their STEM partners to contribute to this update, but it is not required. There are two key elements:

- 1) **A short online survey.** Gathering basic information about the progress of the grant, 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 poster.** The poster provides a summary of your project progress to date that can be shared with other schools and scientists. The poster summary could be written by the students at older ages, and should include why you are investigating your project, what you have investigated with the STEM partner so far, 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 on the school and wider community. It should include details of the final budget and any underspend, 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. Guidance for this will be provided by the Society, but this

evaluation will also be of benefit to your Senior Leadership Team and STEM partner as evidence of the work undertaken and the impact it has had.

- **One final copy of your poster:** the poster should summarise what the project was aiming to achieve and what the students and STEM partner discovered by the culmination of the project.

Links for the surveys, guidance for the project evaluative summary, 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.

- 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.
- On social media please use #PartnershipGrants and tag the Royal Society (Twitter: @royalsociety Facebook/Instagram: @theroyalsociety)
- 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.