**THE UNIVERSITY OF MELBOURNE**

**Researcher Development Schemes**

# University of Melbourne Fellowships Final Report Form

All researchers who are awarded a Fellowship funded by the University of Melbourne are required to submit a report in accordance with the conditions under which the award was made. The completed report should be signed off by the appropriate Head of Department or equivalent. Please send queries and completed reports to [res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au).

All final reports should also include a brief financial report as an attachment. Financial reports have no prescribed format but should show at minimum the funds expended, funds remaining, and the amounts and general categories of expenditure (i.e. travel, salaries, equipment).

**Fellowship Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fellowship (select one) |  | McKenzie Postdoctoral Fellowship | | |
|  | Melbourne Postdoctoral Fellowship | | |
|  | Mary Lugton Postdoctoral Fellowship | | |
|  | Melbourne Research (Career Interruptions) Fellowship | | |
| Name |  | | | |
| Department |  | | | |
| Telephone |  | | | |
| E-mail |  | | | |
| Year of Award |  | | Themis Agreements # |  |
| Date Completed |  | | SmartyGrants # (if applicable) |  |
| Details of any variations |  | | | |

**Fellowship Summary**

Please provide an overview (approximately 200 words) of the aims, activities and outcomes of the Fellowship. *Please note that this summary may be reported to relevant University committees.*

**Final Report (max. 3 pages)**

**Research Achievement**  
Progress (overall or since last report) including focus, key questions, approach (methodology), and findings/outcomes to date

**Communication of Results**  
List publications (submitted, accepted or published), conference presentations, workshop presentations, department seminars, media items produced over the last year.

**External Grants and Fellowships**Please list any external grants or fellowships applied for over the year, and outcomes if known.

**Engagement in Broader Research Linkages in the University**   
Please discuss, e.g. higher degree supervision, guest lectures, teaching, professional development courses attended.

**Benefits of Award**Please discuss what you regard to be the benefits of the Fellowship in terms of your career and future employment prospects. Please clarify any problems encountered or limitations of the Program.

**Future Directions**

If known, please note the activities/appointments/positions you will be undertaking upon completion of your Fellowship. Please include the location and Institution, where applicable.

**Any Other Comments**

|  |  |
| --- | --- |
| Lead CI signature |  |

# Department Report

The Host Department is also required to provide a short report at the end of each Fellow’s term, which outlines how the resources were expended, the benefits the Fellow has brought to the Department, benefits of the mentorship, and any possible improvements to the Career Interruption Program.

**Head of Department’s comments (100-500 words)**

**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| HoD signature |  | | |
| HoD name |  | Date |  |
| HoD position |  | | |