**The University of Melbourne**

**Research, Innovation and Commercialisation**

**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 by an appropriate Faculty Finance representative, the Head of Department or equivalent, and a copy made available to any collaborators. Queries and completed forms should be submitted electronically via [res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au) .

# A: General information

**Chief Investigator Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **CI Name** |  | **Position** |  |
| **Department** |  | **Department** |  |
| **E-mail** |  |  |  |

**Fellowship Details**

|  |  |  |
| --- | --- | --- |
| **Fellowship (select one)** |  | McKenzie Postdoctoral Fellowship |
|  | Melbourne Postdoctoral Fellowship |
|  | Mary Lugton Postdoctoral Fellowship |
|  | Melbourne Research (Career Interruptions) Fellowship |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of Award** |  | | |
| **Title of Grant** |  | | |
| **Themis Agreements #** |  | **SmartyGrants # (if applicable)** |  |
| **Date Completed** |  | **Details of any approved variations** (FTE or extensions of end date) |  |

**External Collaborator Details** If there are no external parties collaborating on this project, you may skip this section.

|  |  |
| --- | --- |
| **Name of Industry Partner/Collaborating Institution(s)** |  |
| **Location(s)** |  |

# B: Fellowship Summary

**Please provide a project summary with primary aims and objectives of the Fellowship (approximately 200 words)**

*Please note that this summary may be reported to relevant University committees.*

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

***Section A - Research Achievement relevant to aims and objectives.***

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

***Section B - Comment on the extent to which the aims and objectives of your project were achieved.***

***Section C - Communication of Results***

*List publications (submitted, accepted, or published), conference presentations, workshop presentations, department seminars, media items produced across the Fellowship.*

***Section D - External Grants and Fellowships***

*Please list any external grants or fellowships applied for over the Fellowship, and outcomes if known.*

***Section E -Engagement in Broader Research Linkages in the University***

*Please discuss, e.g., higher degree supervision, guest lectures, teaching, professional development courses attended.*

***Section F - 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.*

***Section G- 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.*

***Section H – Feedback/suggestions?***

# C: Project Income & Expenditure

***For the Mary Lugton Postdoctoral Fellowship, you may skip this section and proceed to section D***

***Please provide details of the project income (funds received) and project expenditure (funds spent) to date.***

|  |  |  |
| --- | --- | --- |
| Project Cost Approved | Project Cost Spent | Unspent Balance ($) |
|  |  | **$**[[1]](#footnote-2) |

*\*Unspent funds to be recouped.*

|  |  |
| --- | --- |
| **Is there a variance between amounts requested and spent?** | No  Yes |

*If yes, please provide an explanation for budget variances.*

**Verification** [[2]](#footnote-3) (Post award Finance Team Member)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***✓*** | I confirm that the amounts stated above align with the specific project account strings. | | | | | |
| **Name** | |  | **Signature** |  | **Date** |  |
| **Faculty & position** | |  |

|  |  |
| --- | --- |
| **Accounts string to recoup any unspent central funds** |  |

# D: 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)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***✓*** | I acknowledge that final reports are received by RIC on behalf of Chancellery (Research) and may be submitted to the Pro Vice-Chancellor (Research Capability) for review. | | | | | |
| **Lead CI name** | |  | **Signature** |  | **Date** |  |
| **HoD name** | |  | **Signature** |  | **HoD position** |  |

1. This figure should match balance by your Faculty Finance Representative [↑](#footnote-ref-2)
2. Verification of amounts should be done by a Faculty Finance Representative or Post Award Finance officer. [↑](#footnote-ref-3)