

**Advice for completion of Report:**

A progress report must be submitted to the Society 12 months after the start date of the Joint Project. Funding for the second year of the project will not be made available until a satisfactory report has been received.

A final report must be submitted no later than one month after the completion of the Joint Project. Further applications for funding will not be considered by the RSE until a report has been submitted.

Please acknowledge the support of The Royal Society of Edinburgh in any publications or public lectures given. The Society is pleased to receive copies of any publications resulting from these Joint Projects.

Please use non-technical language as far as possible throughout the report.

In addition and if appropriate, please attach images to the report that may be used by the society for publications and for use on the RSE website.

You are encouraged to submit an article to your Institution's newsletter to help publicise this funding opportunity to your colleagues.

**Purpose of Report:**

This report will be considered by the members of the RSE International Committee and is necessary for auditing purposes. Completion of the report is also necessary for the release of year two funding.

Please note that an extract from your report may be included in a subsequent edition of The Royal Society of Edinburgh's newsletter, ReSourceE, its annual report, yearbook, or on the RSE website.

Some applicants may be contacted to act as a case study for the RSE website and other promotional material.

THE COMPLETED REPORT SHOULD BE SENT TO [international@royalsoced.org.uk](mailto:international@royalsoced.org.uk). A PAPER COPY IS NOT REQUIRED.

SCOTLAND BASED PROJECT LEADER	NON-SCOTLAND BASED PROJECT LEADER
Name:	Name:
Institution:	Institution:
Present Position:	Present Position:
Name, position and institution of all other project participants:	
Date report submitted:	
Please delete as appropriate:	
Year one progress report	Year two final report

Statement of Expenditure (Receipts are not required)		
TYPE	DESCRIPTION	COST (£)
<i>e.g Travel</i>	<i>Flight for Prof. Smith from Edinburgh to Beijing, February 2007</i>	<i>£600</i>
<i>Subsistence</i>	<i>Two weeks accommodation and subsistence in Edinburgh for Chinese collaborators, May 2007</i>	<i>£400</i>
<b>YEAR 1</b>		
Travel		£
Subsistence		£
Research Expenses		£
Other		£
<b>Year 1 Total</b>		£
<b>Unspent Balance:</b> (N.B. Unspent balance may be carried forward to year 2, subject to approval by the RSE)		£
<b>YEAR 2 (leave blank for Year One Progress Report)</b>		
Travel		£
Subsistence		£
Research Expenses		£
Other		£
<b>Year 2 Total</b>		£
<b>Unspent Balance:</b> (N.B. Unspent balance is to be returned as a cheque, made payable to "The Royal Society of Edinburgh")		£

Funding requested for year two (leave blank if final report)		
TYPE	DESCRIPTION	COST (£)
<b>YEAR 2</b>		
Travel		£
Subsistence		£
Research Expenses		£
Other		£
<b>Year 2 Total</b>		£
<b>TOTAL AMOUNT REQUESTED FROM THE RSE</b>		£
<b>Date funds required by:</b>		
<b>Payee details for cheque:</b> (Cheques can only be made payable to the Scottish Institution, not an individual)		
<b>Address to which cheque should be sent:</b>		

**ABSTRACT/SUMMARY** (Max. 150 words, using non-technical language as far as possible)

**SPECIFIC DETAILS OF JOINT PROJECT**

**State original purpose of visit, as detailed in your application:**

Please give the title and subject of your Joint Project	
Please give details of the general purpose of the project	
Please give details of the scientific aims of the project	
Please give details of the benefits to the individuals and institutions involved in the Joint Project	
Please give details of the benefits to Scotland and China	

- **Purpose of Joint Project and the extent to which the objectives identified in your application were achieved:**
  
- **Please give details of any variations between the original application to the RSE and the resulting visit:**
  
- **Brief description of joint research and discussion with your partner:**
  
- **Details of any lectures or seminars delivered (title and audience):**
  
- **Did you or your collaborator assist with training, teaching or development of students, or others during the course of the Joint Project?**

**Outputs/ Outcomes/ Future plans** (e.g. joint publications, joint applications for funding, further visits etc.)

**Date completed/ to be completed**

1.

2.

3.

4.

**IMAGE**

In addition and if appropriate, please attach images to the report that may be used by the society for publications and for use on the RSE website.

Please give a brief description of the images:

**Feedback on Application Process**

Please complete this short feedback questionnaire and return with your completed report. Your comments and views are much appreciated.

Your comments will be treated as confidential. We will not attribute comments to named people in any publications related to this scheme.

Please give you opinion on the following statements:

	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
The application process was easy to understand					
The information provided on the website was useful and easy to find					
The application form was easy to complete					
The application process was completed in a timely fashion					
Any queries were dealt with quickly and appropriately by RSE staff					
I would recommend the RSE Joint Project scheme to colleagues					
I would consider reapplying to the RSE Joint Project scheme					

Please feel free to comment on any aspect of the Joint Project scheme: