

This is a sample form for information only. You will need to log in to WTGT to complete your form.

Information for grantholders

PRIVACY STATEMENT

This report is only intended to capture anonymous data (i.e. no personal information which could be attributed to identifiable members of staff/personnel, including sensitive personal information, such as health related issues). When completing the report, please take care not to include any such personal information, unless specifically asked for, e.g. under the 'Additional information' section. Please also refer to our general privacy statement which can be found on our website.

This report is an opportunity for you to share achievements, difficulties, impacts, outputs and learning from your project. We will use this information to assess and report on our portfolio of funded projects and it is a vital input to future planning and strategy setting.

Grant outputs

In addition to this report, please send us copies of any materials created as a result of the project and any supporting documentation about your project. This can take a variety of forms. Please consider what would most appropriately reflect your project. It might include:

- Evaluation reports
- Education resources
- DVDs
- Photographs of the project
- Copies of artistic work
- Copies of publicity materials/press releases

Please send any digital outputs to engagingscienceoutputs@wellcome.ac.uk and any hard copy outputs to Public Engagement, Wellcome Trust, 215 Euston Road, London, NW1 2BE.

Your project outputs will be placed into the Public Engagement Archive in the Wellcome Library, and made available to view by library visitors. Please complete the archive clearance information at the end of this form to specify how you would like your project outputs to be made available.

If your project was based in a low- or middle-income country (as defined by The World Bank) you will be contacted by the co-ordinator of *Mesh*, the online community engagement platform for health in low- and middle- income countries (www.mesh.tghn.org), following the submission of this form. They will discuss with you how best to add to your project's legacy and share your learning using the site, which is supported by Wellcome.

Project details

Total project cost (£)	
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Amount of Wellcome Trust award (£)	
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Source(s) and amount(s) of any additional funding

Organisation

Please select the type of organisation that delivered this project

Project summary

Please provide a short description of the project supported by this award.

Objectives

Please provide a summary of your original objectives and their results and outcomes. **Click 'Add...'** to complete details for each objective.

Original objective	
Result	
Final outcome	

Activity

Please select the activities undertaken by your project:

Location of activity

We are interested in the places and spaces where your project activity took place. Please select the most appropriate description of where your project took place:

If 'Other', please give details

Evaluation**Methodology**

How did you evaluate your project?

If an evaluation report has been produced for your project, please attach it here

Key findings Please list the key findings from your evaluation in relation to the areas below. We are interested both in aspects that worked well, and those that did not work so well.

Project development and delivery

The impact/benefit to the audiences involved in your project

The impact/benefit to the project team members, including the researchers/scientific experts involved, and/or on the area of scientific research

Any other findings you would like to share with others undertaking similar projects

Audiences

Primary audiences Please give the total primary audience reached by the project	
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Gender

If possible, please provide a breakdown of this audience by gender:

Female	
Male	
Don't know	
Total	0

Are the gender breakdown figures actual or estimated?

Age range

If possible, please provide a breakdown of this audience by age range:

Early Years (under 5s)	
Children (5-10)	
Youth (11-15)	
Older Youth (16-19)	
Young Adults (20-34)	
Adults (35-64)	
Adults (65+)	
Unknown age distribution	
Total	0

Are the age range breakdown figures actual or estimated?

Ethnicity (for UK-based projects)

If possible, please provide a breakdown of this audience by ethnic group:

Asian/Asian British	
Black/African/Caribbean/Black British	
Mixed/Multiple Ethnic Groups	
White	
Other Ethnic Group	
Unknown Ethnic Group	
Total	0

Are the ethnicity breakdown figures actual or estimated?

Geographical location We are interested in the location of your project audience, both in the UK and in other countries

Total audience for activities taking place in the UK	
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If possible, please provide a breakdown of this audience by location:

East Midlands	
East of England	
London	
North East	
North West	
South East	
South West	
West Midlands	
Yorkshire and the Humber	
Scotland	
Wales	
Northern Ireland	
International audience (from outside the UK)	
Unknown or UK-wide audience	
Online/digital audience	
Total	0

Please select what the geographical breakdown is based on

Total audience for any activities taking place outside the UK	
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Click 'Add...' to provide audience breakdown for each country outside the UK, if relevant.	
Country outside UK	Audience in country outside UK

Click 'Add...' to provide audience breakdown for each country outside the UK, if relevant.

Country outside UK

Audience in country outside UK

Are the geographical breakdown figures actual or estimated?

Please give a brief description of how you captured any audience data or arrived at any estimates

Secondary audiences

Where possible, please provide details of secondary audiences reached by your project, and any evidence for having reached these audiences. Please include metrics (e.g. web hits, media impressions) and anecdotal reports as appropriate.

Other audience data

If you collected any additional data on the audience profile of your project (for example, segmentation using Audience Finder, or data from Culture Counts) please give a brief summary.

Upload any additional data or reports related to other audience data

Have you engaged under-represented audiences during your project (for example, individuals with low socio-economic status, black, Asian and minority ethnic groups, rural communities, geographically isolated areas, areas high on indices of multiple deprivation)?

If yes, please give a brief summary

Upload any additional data or reports on under-represented audiences

Dissemination

Please give details of how you have informed your peers of your project and any learning that has come from it

Policy

Has your project resulted in any findings of relevance to policymakers?

If yes, please give a brief summary of the policy work

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Publications Has your project resulted in any publications?	
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If yes, please **click 'Add...'** to complete details for each publication associated with your project

Type of publication	If 'Other', please specify	Brief details

Educational resources If your project has an educational component, have you deposited any physical and/or virtual resources produced by the project with the National STEM Centre in York?	
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Additional information

Prizes and awards Has your project (or any element of your project) won or been nominated for any prizes or awards?	
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If yes, please **click 'Add...'** to give details of prizes and awards won or nominated for

Prize or award	Year	Nomination or award?

Please provide any additional details about prizes or awards

Project team We are interested in the people who have been involved in delivering your project.

How many people were involved in delivering the project?	
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Personnel category

Please provide a breakdown of these people by the categories below:

Science communicator	
Arts practitioner	
Academic/researcher	
Curator/museum professional	
Health/medical professional	
Teacher	
Media professional	
Public sector worker	
Community worker	
NGO worker	

Patient	
Other	
If applicable, please specify 'Other' personnel category involved	
Total	0

How many people were directly employed through this award? Include both full-time and part-time staff.	
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Please **click 'Add...'** to list all people who have been directly employed through this award and provide their professional rather than personal email address. Please ensure before you submit this form that the staff/personnel listed are aware that you have provided their name and email address to Wellcome and how this information will be used, as outlined in the privacy statement below.

PRIVACY STATEMENT
Wellcome will use the personal information collected on this form for internal grant monitoring purposes in pursuit of its legitimate interest, as a funder, of better understanding the research workforce we support through our grants and their research careers. In particular, this information will be used by Wellcome to inform our work around diversity and inclusion amongst those that we fund, in connection with our Diversity & Inclusion Priority Area. This will include us emailing these staff/personnel to complete an optional diversity monitoring survey. The data collected from this survey will be treated in confidence, will only be used by Wellcome and will be anonymised for reporting purposes.

Name	Contact email

Next steps Do you plan to develop this project further in the future? If so, what is planned and why? How do you hope to fund this work?

Please use this space for any other comments you would like to make regarding your award, the conduct of this work, or any difficulties you have encountered.

Wellcome Library Public Engagement Archive

Your project outputs will be placed in the Public Engagement Archive in the Wellcome Library. The archive been created in order to preserve and showcase the work produced by Public Engagement grantholders and to help inspire future projects.

It provides registered members of the Wellcome Library with direct access to project outputs at the Library and signposts to other repositories that contain relevant outputs (such as the UK Web Archive). It is our ambition that, in the future, the archive will also provide access to selected content online through the Wellcome Library catalogue.

The full list of outputs we would like to receive, along with the most appropriate formats for submitting them, can be found in Appendix 1 of 'Grant Expectations', which you received at the start of your

grant. 'Grant Expectations' also contains further information about the archive, including a list of Frequently Asked Questions.

Please send copies of any digital outputs to engagingscienceoutputs@wellcome.ac.uk, and non-digital outputs to Public Engagement, Wellcome Trust, 215 Euston Rd, London NW1 2BE.

Public Engagement Archive	
Please click 'Add...' to provide details for each project output	
Output information	
Attribution	
Permission	
Restrictions	

<p>Declaration</p> <p>I warrant that I am the copyright owner of outputs listed above, and grant permission to the Wellcome Trust Limited (as trustee of the Wellcome Trust) to:</p> <ul style="list-style-type: none">• digitise the non-digital outputs listed (where permission has been granted, as indicated above); and• make the digitised and born-digital outputs available online to users of the Wellcome Library <u>provided that</u>:<ul style="list-style-type: none">○ the user fully attributes the work as specified above;○ the work may not be used or distributed for commercial purposes whether by means of the sale, resale, loan, transfer, hire or any other form of exploitation of the works;○ for any reuse or distribution of the work the user must make clear to others the terms of this licence; and○ this licence is subject to any restrictions specified above. <p>For the avoidance of doubt the following rights are not affected by the licence:</p> <ul style="list-style-type: none">• the user's fair dealing or fair use rights, or other applicable copyright exceptions and limitations;• the author's moral rights; and• any non-exclusive rights other persons may have either in the work itself or in how the work is used. <p>Please check this box to confirm your agreement to the above declaration</p>
<input type="checkbox"/>