



**Higher Education Academy Subject Centre for  
Business Management Accountancy and Finance  
Teaching Research and Development Grants 2009/10**

**GUIDELINES FOR FINAL REPORT**  
(updated February 2009)

One of the conditions of funding for the Teaching Research and Development Projects is that project teams will produce a final report. It is only upon receipt and approval of the Final Report that the final payment will be made.

*In 2009/10 the final report will consist of four parts:*

**1. A Short Article in journalistic style – suitable for the BMAF Magazine**

To include (as a guide)

- (in brief) the project's aims, methodology, results
- statement about (and link to if appropriate) project resource– e.g. good practice guidelines, discussion paper, briefing document
- what has been learned through the project that may be of interest to other course teams, managers etc who may wish to adopt a change in their own learning, teaching or assessment practice, e.g. what factors have been critical to success or otherwise? what constraints have there been? What changes have been made (within your department and externally) as a result of the project?

If you would like to discuss this part of the report with a member of the Subject Centre staff, please contact us and we will provide further guidance or suggestions.

*This article will appear on the Subject Centre's website and may be published in the BMAF Magazine.*

**2. Outputs**

Detail of project outputs: what they are e.g. good practice guidelines, discussion paper, briefing document; where and when they will be made available.

**3. Details of any future planned dissemination activities**

List any articles, conference presentations, workshops (internal or external) that are planned to disseminate the work.

**4. Expenditure profile**

Expenditure against the broad areas included in the budget:

- Research Salaries
- Other Staff costs (please specify)
- Travel & Subsistence
- Equipment
- Maintenance & Consumables
- Other (please specify)

Please send an electronic copy of your final report as detailed above to  
Anne Harrap (aharrap@brookes.ac.uk) by 28<sup>th</sup> May 2010.