



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

**GUIDELINES FOR INTERIM REPORT**

(updated February 2009)

One of the conditions of funding for the Teaching Research and Development Grants is that project teams will produce a short Interim Report to indicate progress is being achieved and whether or not the outcomes are likely to be achieved on target. This is expected during January of the academic year in which the grant has been made.

A Final Report for your Project is expected at the end of May (*or Expiry date on your contract if different*), which is essential to ensure the remaining funds can be authorised and paid within the BMAF Financial year.

The Interim Report should be 3-4 A4 sides and include:

1. A Brief outline of -

- Report Title and details of the Grant-holder and Institution
- Summary of aims and objectives
- Outline of progress to date against the Project Plan
- Specific activities so far
- Future stages/developments toward completion of the project
- Any impacts on the original project plan content and/or time-scale
- Summary of expenditure to date

2. A short article in journalistic style, suitable for publication in the BMAF Magazine, with detailed comment and reflection about initial findings, outputs and materials for dissemination. This can include recognition that the follow-up piece for the Final Report will inevitably be a development.

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.

On the basis of this report, BMAF staff may make contact to discuss the potential for these initial findings and outputs being used to contribute further to BMAF publications and circulations, workshops, conference, etc.

Please note that any dissemination of outcomes should acknowledge the support to the project from the BMAF Subject Centre – it would be useful if the centre could be notified of any such activities that may occur prior to the Final Report.

**Please send an electronic copy of your Interim Report as detailed above to  
Anne Harrap (aharrap@brookes.ac.uk) by 26<sup>th</sup> January 2010.**