

## Guidelines for writing Fellowship reports

The Trust requires fellows to write a report at the end of their first year in post and another, more detailed report at the end of the Fellowship. These guidelines detail how to write and present these reports.

### Layout of First Year and Final Reports

Body Text Font: Calibri 12pt

Titles and subtitles: Calibri Bold 20pt, 16pt and 14pt

Line Spacing: 1.15

Margins: As Default (2.54cm)

Page Footer: Name. Page No. Date

Please provide a word count at the end of the subsections which have a word limit.

### First Year Report

(Note: This report will be sent to your sponsor)

Your first year report should include the following information:

#### **Cover Sheet:**

Include Name, title of project, name of supervisor, name of host organisation, DJT logo, host logo and sponsor/s logo

#### **Section 1: Technical Report**

Provide a short technical overview of your project to date, mentioning any results obtained and other achievements.

Discuss whether your project is progressing according to the plan in your proposal and comment on deviations. Please acknowledge your sponsor in your report. **(max 1500 words)**

#### **Section 2: Training**

Discuss training carried out and the approximate amount of time spent training. **(max 400 words)**

#### **Section 3: Dissemination**

Briefly report upon papers published, conferences attended, posters shown and any other forms of dissemination undertaken. Please attach copies of publications or give the web address of where these can be found. Please ensure that your sponsor is acknowledged in all publications following from your Fellowship.

#### **Section 4: Future plans**

Please discuss your career plans and steps you are taking to secure a position and/ or include other plans you have for your future career **(max 200 words)**

#### **Section 5: Personal Statement (separate sheet)**

Provide a personal report reflecting on how your fellowship has impacted your personal life, e.g. confidence, work-life balance and general wellbeing, etc. **(max 400 words)**

#### **Section 6: Other Comments (separate sheet)**

Include here anything else which you would like to mention. Have you experienced any difficulties? Are there any other issues which you would like to raise?

The report is due as soon as possible after the first anniversary of your appointment. We would hope to circulate your report, but if you do not wish us to circulate certain sections, please label appropriately.

## **Final Report**

Your final report is a very important output from your Fellowship and copies are sent to your sponsor who should be acknowledged explicitly. It will also be sent to the Chair of the Awards Assessment Panel.

Your final report should include the following information:

#### **Cover Sheet:**

Include Name, title of project, name of supervisor, name of host organisation, DJT logo, host logo and sponsor/s logo

#### **Endorsement sheet**

This should include a sentence and signature from your supervisor acknowledging that the report is a true reflection of your work from the fellowship.

#### **Section 1: Technical Report**

The technical report should, like all scientific reports, cover the background, methodology and results of your research project. Please also discuss any deviation from your original work plan. **(max 2000 words and 10 figures/ graphs, etc)**

#### **Section 2: Training (separate sheet)**

A short summary of the retraining you undertook during your fellowship and the impact upon your future employability. **(max 500 words)**

#### **Section 3: Dissemination (separate sheet)**

Please provide a list of all relevant posters, publication, presentations and other forms of dissemination. Please attach copies of publications or give the web address of where these can be found. It is important to ensure that your sponsor is acknowledged in all publications arising from your Fellowship.

#### **Section 4: Future Plans (separate sheet)**

Have you found employment? If so, please give details. Alternatively, please discuss your career plans and steps you are taking to secure a position and/or include other plans you have for your future career. **(max 500 words)**

**Section 5: Personal Statement (separate sheet)**

Provide a personal report reflecting upon how your fellowship has impacted upon your personal life, e.g. confidence, work-life balance and general wellbeing ,etc. **(max 600 words)**

**Section 6: Other Comments (separate sheet)**

What advice would you pass on to future Daphne Jackson Fellows? Is there anything else which you would like to mention? If you would like to include confidential comments, please put them on a separate sheet and label appropriately.

Your final report should be submitted by the end of your Fellowship and should be endorsed by your supervisor. Please note that the timely submission of a high quality final report is one of the criteria by which both the Trust and the sponsor measure the success of your Fellowship, and may influence your sponsor's willingness to fund further fellowships.

Your final report will initially be reviewed by your Fellowship Advisor, and will then be sent to the sponsor.

Fellows are also required to complete the 'End of Fellowship Questionnaire'.

If you have any queries regarding these guidelines, please contact the Daphne Jackson Trust office on 01483 689166 or e.mail your Fellowship Advisor