

**ESRC Research Centre/Group Final Report**

Economic and Social Research Council Polaris House

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## ESRC Grant reference number\*: Name of Centre or Group: Centre or Group Director (PI): Host research organisation: Grant start and end dates: Grant cash limit(s)\*:

* Include all core ESRC grants received during the centre or group’s funding

This is the ESRC Centre/Group Final Report Form, please enter the full grant details as requested above. The form should be completed and sent electronically to the ESRC Reports Officer at reportsofficer@esrc.ukri.org. Please note that the report can only be accepted if all sections have been completed in full.

# Reporting requirements

The ESRC Centre/Group Director Final Report is a single document comprising the following sections:

* + Declaration
		- Declaration: Grant holder (Centre or Group Director)
	+ Centre or Group Director’s Report
		- template attached below
	+ Annexes
		- Annex A: Research Projects
		- Annex B: Advisory Committee

One electronic copy of the Centre/Group Director Final Report document must be submitted to ESRC within three months of the grant end date.

Centre/Group Directors should note:

The final instalment of the award will not be paid until an acceptable centre/group final report is received. In addition to this Centre or Group Directors whose reports are overdue or incomplete will not be eligible for further ESRC-funding until the reports are accepted (please see the ESRC Research Funding Guide for details (https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/).

Once the centre/group final report has been formally accepted, no additions or revisions will normally be acceptable, other than in cases of genuine error. Centre or Group Directors noticing an error in their report at a later stage should contact their Case Officer or ESRC Reports Officer without delay. Such cases will usually be addressed by means of an erratum slip.

If the report needs to refer to material which may be sensitive, this should be put in an annex clearly marked as confidential. A covering letter should be added to the report emphasising this.

## Submissions to Researchfish

Summary details of publications and/or other outputs of research conducted under ESRC- funded awards must be submitted to Researchfish which will feed into the RCUK Gateway to Research website. For queries on uploading outputs and impacts to Researchfish please contact: researchoutcomes@rcuk.ac.uk or 0800 292 24 78. You can upload details of your outcomes to Researchfish at any time but you must ensure these are submitted during the annual submission period, you will be contacted with reminders of these dates.

## Submission of Datasets

Our funding rules require grant holders to offer for deposit with the UK Data Service (UKDS) any data arising from their project within three months of the end date of the grant. Should any problem relating to the deposit of the data be foreseen, grant holders should

contact UKDS at the earliest opportunity. Please note that we will withhold the final payment of a grant if data has not been deposited to the required standard within three months of the end of the grant, except where a modification or waiver of deposit requirements has been agreed in advance.

All queries regarding data deposit should be directed to the UKDS at <http://ukdataservice.ac.uk/help/get-in-touch/deposit.aspx>or telephone 01206 872143.

Specific information for ESRC Research Centres can be found at: [http://ukdataservice.ac.uk/manage-data/plan/dmp-esrc/esrc-research-centres.](http://ukdataservice.ac.uk/manage-data/plan/dmp-esrc/esrc-research-centres)

## Evaluation

The ESRC no longer automatically evaluates all investments that it funds. We now assess grants on a more strategic basis as part of broader reviews of priority areas, schemes and thematic areas. If your grant is to be part of one of these reviews, you will be contacted in advance by the ESRC’s Evaluation, Strategy and Analysis team.

For grants selected to be evaluated, grant holders will be invited to nominate outputs to include in the evaluation. Grant holders will be contacted by the office when this applies, and should not submit nominated outputs unless advised to do so.

# Declaration

To be completed by Grant Holder (Centre or Group Director)

Please read the following statements, under statement 3 please delete the two statements which are not relevant leaving the one remaining. The submission of your report confirms your acceptance of these statements.

1: The Project

This Report is an accurate overview of the project, its findings and impacts. All co- investigators named in the proposal to ESRC or appointed subsequently have seen and approved the Report.

2: Submissions to Researchfish

Outcomes information has been submitted to Researchfish. Details of any future outputs and impacts will be submitted as soon as they become available.

3: Submission of Datasets (delete two statements as appropriate)

Datasets arising from this grant have been offered for deposit with the UK Data Service.

Datasets that were anticipated in the grant proposal have not been produced and the UK Data Service has been notified.

No datasets were proposed or produced from this grant.

# Centre/group Director’s final report template

Please note that the Director’s Final Report should cover the full period of the centre or group’s operation, not just the most recent funding period. However Directors may wish to focus in more detail on recent periods of ESRC core-funding that have not been covered by previous mid-term reviews when giving examples of activities and impact.

Part 1: Executive summary (two pages)

* + A summary drawing out the key points and messages.

Part 2: Introduction (one to two pages)

* + General background to the centre (ie how the research group came together and the origin of the research programme)
	+ Overall size and distribution of the centre
	+ When the centre began and subsequent changes
	+ Special features of the centre (eg topic spread)
	+ Overview of centre aims.

Part 3: Centre objectives (five to six pages)

* + Refer to the aims and objectives in the centre contract and give brief accounts of the centre’s achievements under each heading
	+ Where achievements have either exceeded or fallen short of expectations, please suggest reasons for this
	+ Discuss how the centre has contributed to the ESRC’s strategic priorities.

Part 4: Centre activities, outputs and impacts (seven to eight pages)

* + Describe the centre’s activities, including communication and research synergy between work streams, capacity building and scholarly exchange (eg conferences, networks etc).
	+ Describe the major impacts achieved by the centre. This should cover both academic contributions and impact on policy and practice and should include:
		- three or four examples of outstanding science from the grant (ie scientific impacts)
		- three or four examples of high-impact activities that have been successful in bringing the grant’s work to non-academic groups (ie societal and economic impacts).
	+ Briefly describe the main publications and other outputs (eg software, datasets etc) from the centre (Please list items separately on Researchfish and do not duplicate information here).
	+ Describe the outcomes that have occurred as a consequence of the centre, and next steps that will be taken to ensure uptake and application of the research findings.

Part 5: The Director’s role and Centre management (four to six pages)

* + Refer to the Direction and Management section in the centre contract and give brief accounts of your achievements under each heading.
	+ Discuss how the Director’s role has added value to the centre. How has the management of the centre led to research that has been of higher quality and impact than individual standalone projects would have been likely to achieve?
	+ Briefly describe and comment on any particular challenges, problems and unexpected events that were encountered and their impact on the centre.
	+ Discuss any changes made to the centre’s budget, detailing what benefits or problems this brought.

Part 6: Reflections on the centre and the Director’s role (up to three pages)

* + Use this section to provide feedback to the ESRC on the centre, the policies underpinning it, the processes by which it was commissioned and managed, the Director’s role and how this was supported by the committee and the ESRC office.

Part 7: Forward look (one to two pages)

* + Briefly describe steps taken to ensure the sustainability of the grant’s work and its achievements (both in terms of scientific progress and ensuring maximum impact of completed research).
	+ What are the future research priorities in this area?

# Annexes

Annex A: Research projects/ individual work strands - if applicable (two pages per work strand/project)

Please provide details of all individual work strands and projects undertaken during the time of the award, including title, researchers, aims and objectives, results and impacts achieved/potential for impact.

Annex B: Advisory committee

Provide a membership list with a note of any changes during the reporting period.