**Section 1: Project Summary**

|  |
| --- |
| **Project Title:** |
| **Project Applicants:** |
| **Total Amount of Funding Requested: £**  **Actual Expenditure (please provide a breakdown of expenditure):** |
| **Short Summary of the Project and Aims** *(~200 words: this is an updated version of the summary in your original proposal and gives the reader an overview of what the project was about)* |

**Audience for report:** this report will be used for several purposes to help share your project outputs and experiences. It will be sent to Education, Quality and Standards Committee (which oversees the TDF) for noting; it will act as a case study on your project to be published on the TDF website so that other people can find out about what you did and / or use your outputs; and your notes about your experiences of running the project will be collated with others and shared with new project holders to help them in thinking about their project plan. Hence, the report needs to be concise and understandable to a professional (e.g. other academics and colleagues in higher education), lay (i.e. not necessarily in your discipline or field of expertise) audience. Bullet points are acceptable (e.g. in listing project outputs). Please include any references, if appropriate.

For further advice and guidance on writing your report please contact Steph Kamffer, Project Officer, [szk22@bath.ac.uk](mailto:s.b.watts@bath.ac.uk)

**Section 2: Evaluative Case Study**

|  |
| --- |
| **The Solution: Approach** *(max 300 words: this describes what you actually did to achieve the outcomes / outputs)* |
| **Outcomes** *(max 300 words: this is a brief description of the specific resources, research findings, events or other activities / results arising from your project)* |
| **Evaluation:** *(max 300 words: this gives an overview of the effectiveness of and lessons learnt from the process of running the project AND the quality / value of the outputs: this is important to enable the reader to learn from your experiences)* |
| **Dissemination:** *(max 300 words: this gives an overview of the wider impact of your project beyond the main team)* |
| **Future Use** (A brief statement of how the project outcomes will be used in the future or further developed) |
| **Other Information**: *(this section is optional and is for anything else you might want to say about the project that has not already been discussed)* |