# pro² End of Project Report Form

We recommend editing this document in the Microsoft Word application for best formatting results. When completing the form, please include links to online artefacts and Digital Object Identifiers or Persistent Identifiers wherever possible. We encourage you to submit supporting documentation and evidence of impact alongside this form. You may find it helpful to refer to [EPSRC guidance on end of project reporting](https://www.ukri.org/manage-your-award/reporting-your-projects-outcomes/what-you-need-to-report-and-how-to-do-it/#contents-list) to aid you in completing this report.

## Project Details

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| Project Title: |  |  |  |  |
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| --- | --- |
| Lead Institution: |  |
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| Partner Organisation: |  |  |
| Partner Organisation: |  |  |
| Partner Organisation: |  |  |
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| Start Date: |  | End Date: |  |

## Team Details

*If you have more than 5 team members, please add their details at the end of the form.*

Was your collaboration facilitated by the pro2 network+? Yes [ ]  No [ ]

If yes, please briefly describe how it was facilitated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator

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| Name: |  |  Organisation: |  |

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| Role: |   |  |  | Email: |  |  |
| Address: |  |  |  |  |

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| Tel: |   |  |  |  |

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| Main Contact? Yes [ ]  No [ ]  |  |  |  |  |  |

Team Member 1

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| Name: |  |  Organisation: |  |

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| Role: |   |  |  | Email: |  |  |
| Address: |  |  |  |  |

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| Main Contact? Yes [ ]  No [ ]  |  |  |  |  |  |

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| Project Partner? [ ]  Subcontractor? [ ]  |  |  |  |  |  |

Team Member 2

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| --- | --- | --- | --- |
| Name: |  |  Organisation: |  |

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| Role: |   |  |  | Email: |  |  |
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| Main Contact? Yes [ ]  No [ ]  |  |  |  |  |  |

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| Project Partner? [ ]  Subcontractor? [ ]  |  |  |  |  |  |

Team Member 3

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| --- | --- | --- | --- |
| Name: |  |  Organisation: |  |

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| Role: |   |  |  | Email: |  |  |
| Address: |  |  |  |  |

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| Main Contact? Yes [ ]  No [ ]  |  |  |  |  |  |

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| Project Partner? [ ]  Subcontractor? [ ]  |  |  |  |  |  |

Team Member 4

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| --- | --- | --- | --- |
| Name: |  |  Organisation: |  |

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| Role: |   |  |  | Email: |  |  |
| Address: |  |  |  |  |

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| Main Contact? Yes [ ]  No [ ]  |  |  |  |  |  |

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| Project Partner? [ ]  Subcontractor? [ ]  |  |  |  |  |  |

## Project Outputs and Impact

Please briefly describe the project’s completed output(s), if any, and explain whether they function as intended. If no outputs were completed or the outputs function much differently than intended, please explain what led to this result.

How many publications have been created on the basis of this output? Please provide download and citation data for published papers and include details of any papers that are in process or planned for the future.

Have the results of the project been disseminated in any other way, or do you plan to disseminate them in any other way? Please provide a brief summary. If you received support with this from pro2 Research Designer Matt Sutton or another pro2 team member, please include details about this.

How has your output helped end-users? Please briefly summarise feedback from beneficiaries below. Supporting documentation related to end-user feedback can be submitted alongside this report form, as well as any data you may have showing the number of times your output has been accessed. Please also provide a summary of any future end-user data you anticipate collecting.

Have you applied for further funding to develop your output, or do you intend to? For the former, what was the outcome? If you have decided not to continue developing your output at this time, please provide a brief explanation.

We will be in touch at a later date to gather information on any impact-related outcomes that you anticipate happening in the future. Please indicate here your estimation of the best time period for us to wait before getting back in touch:

[ ]  3 months

[ ]  6 months

[ ]  12 months

[ ]  N/A (we do not anticipate collecting any further impact-related data)

[ ]  Other (Please specify:)

## EDI & Environmental Sustainability

Were you able to meet or exceed the EDI goals set forth in your project proposal? Please briefly explain why or why not.

Were you able to meet or exceed the environmental sustainability goals set forth in your project proposal? Please briefly explain why or why not and submit any documentation you may have alongside this report form (e.g. estimation of the project’s carbon footprint).

## Finances

Please complete the ‘Final Expenditure Statement’ template sent with this report form.

## Signature

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |