**PTAS Project Report (for SMALL PROJECT GRANTS)**

# Key Information

**Project Title:** Click here and write project title then tab to next

**Principal Investigator:** Click here and write P.I. name then tab to next

**School / Department:** Click here and enter School then (in brackets add dept/institute/section/research centre, then tab to next entry**)**

**Team members:** Add all your team members here then tab to next entry

**For further information, please contact:** enter your email address here – main point of onward contact for this project

# Final Report

Grant recipients are expected to submit a brief report within one month of the conclusion of their project which outlines briefly the following: nature of work completed; outcomes; benefits to student learning/student experience; dissemination activity (where relevant – actual and planned) and how the activity could inform future work or be transferred to other subject areas in the University. The brief report will be published on the IAD web pages. Suggested word count is 500-1000 words.

**What did you do?**

**What did you find out?**

**What have been the benefits to student learning?**

**How could these benefits be extended to other parts of the university?**

**How did you disseminate your findings?**

**Where can we find more information on your project?**

Please provide links to dissemination of final results and findings. You may do so using an appendix, an attachment, or a permanent url.

# Appendix A

(please delete or add as appropriate):

# Financial Statement

(please delete as appropriate)

**Either**

This project has utilised the funding awarded to it by the PTAS Committee and the Principal Investigator or School Administrator appropriate can provide financial statements showing the funding usage as and when required by the UoE Development Trust who may require it for auditing purposes.

**Or**

This project has remaining funds unused and we require details of how to return the balance. Please note that your PTAS project will not be considered ‘completed’ until the unspent funds have been returned to the UoE Development Trust. The Principal Investigator or School Administrator appropriate can provide financial statements showing the funding usage as and when required by the UoE Development Trust who may require it for auditing purposes.

**Please send an electronic PDF copy of this report to:**

Email: iad.ptas@ed.ac.uk