

# Henry Royce Institute Grants Reporting Guide

## 1. General information

1.1. This guide is applicable to the following grant schemes:

- Industrial Collaboration Programme (ICP)
- Metamaterials ICP
- MATcelerate HEALTH
- MATcelerate ZERO

1.2. Award recipients must comply with Royce's requirements on reporting. Failure in submitting reporting documentation within the required timeframe may impact your eligibility for future Royce funding opportunities.

1.3. All submission must be made via Flexigrant.

## 2. Reporting on Flexigrant

All required reporting documentation can be found in the Reporting section. Award recipients can access the Reporting session via the **Flexigrant Application Portal** by clicking the 'reporting' button. To view an individual form, please hover over the **three dots menu button** and select 'complete form'. Recipients must submit the relevant document by the deadline which is shown next to the document.

## 3. Reporting requirement - Progress Report

### 3.1. Purpose

Issued at the midpoint of a project, this provides grant recipients an opportunity to update Royce on progress made in their projects.

### 3.2. Completing the report

You will be asked to answer the following questions:

- 1) Current progress of the project (%) and additional comments
- 2) Do you anticipate being under budget?
- 3) Have you considered how the impact of your project will be recorded and evidenced?

## 4. Reporting requirement - Final Report and Case Study

### 4.1. Purpose

Award recipients are asked for information related to achievements and impacts brought by the project. The report should demonstrate the added value of the programme and capture the impacts that projects have brought to various aspects, including society, environment and industry.

### 4.2. Completing the Report

The report comprises 4 parts.

1	Project information	<ul style="list-style-type: none"><li>• Provide general information of the project</li></ul>
2	Case Study	<ul style="list-style-type: none"><li>• Background and context</li><li>• Project activities and achievements</li><li>• Collaboration between partners</li><li>• Use of Royce's support</li><li>• Future impact and vision</li><li>• Significance of this project in supporting innovation in UK materials science</li><li>• Barriers encountered and solutions</li><li>• Funding details</li></ul>
3	Final Report	<ul style="list-style-type: none"><li>• Outputs &amp; deliverables</li><li>• Industry contributions</li><li>• Equality, diversity and inclusion in project delivery</li></ul>
4	Impact	<ul style="list-style-type: none"><li>• Impacts to the organisation structure</li><li>• Impacts to strategic planning</li><li>• Impacts to the society</li><li>• Impacts to the environment</li></ul>

### 4.3. Important notes

- Final Report and Case Study must be submitted **within one month** after the end of the project. Final claims will only be reviewed and processed after the submission of Final Report and Case Study.
- Case studies may be published on the Royce website and via other communication channels. Please only include non-confidential information in the case studies.