



STEG STRUCTURAL TRANSFORMATION
AND ECONOMIC GROWTH

Small Research Grant Final Report

COVER PAGE

Project title:

Name of the Principal Investigator(s):

Date:

Period covered: from (format dd/mm/yyyy) to (format dd/mm/yyyy)

EXECUTIVE SUMMARY (maximum 1 page)

The summary must be of suitable quality to enable its publication on the STEG website, and must include:

- *A description of the work performed since the beginning of the project;*
- *A description of the final results;*
- *A description of the potential policy impact of the project.*

ACTIVITIES UNDERTAKEN (maximum 2 pages)

Please provide an overview of the progress achieved since the beginning of the project:

- *Indicate whether the project has achieved its stated objectives;*
- *Explain any unforeseen delays or obstacles to the implementation of the project;*
- *If applicable, please indicate the corrective measures implemented to rectify the discrepancies/deviations between planned and actual implementation.*

METHODOLOGY (maximum 1 page)

Please provide a description of the methodology employed, paying particular attention to innovations in the project's area of research.

RESEARCH FINDINGS (maximum 2 pages)

Please report on any research findings and/or policy implications that have arisen from the work undertaken during the project.

Describe any next steps that may have been planned in order to ensure follow-up of the research findings.

Describe the scientific contribution of the project.

(Tables and graphs can be included in an annex document.)

POLICY IMPACT (maximum 1 page)

Please provide a description of any policy implications resulting from the work undertaken in the period in question.

Give details of how your work has influenced policies and provide evidence of how the policy impact has been measured.

DISSEMINATION ACTIVITIES, ACADEMIC ENGAGEMENTS AND POLICY OUTREACH

(maximum 2 pages)

Please provide details of any dissemination activities you have conducted relating to the STEG project. These can include, but are not limited to, various written communications such as:

- working papers/discussion papers (incl. those still in production);
- published articles;
- articles for websites (including blogs);
- datasets.

Type of output	Title	Date	Place	Website (if available)

Also, please list any dissemination activities you have engaged in through verbal communications such as:

- organisation of meetings to discuss or present the research to audiences of both academics and policy-makers;
- presenting the results at seminars, workshops or conferences organised by other people;
- communication with the media about your research.

Type of dissemination	Title of event	Date	Place	Website (if available)

FINANCIAL REPORT

Please complete the separate Excel budget sheet sent with this template. The final financial report should include actual expenditure for the period in question, and the variance between the budget and the total expenditure. Deviations of more or less than 20% from the original budget in the contract should be explained in the "Cost Notes" section (on the assumption that any such deviation received prior approval).

ANNEX

Please include relevant tables and graphs. We also welcome pictures that could be used to illustrate your project on the project page on the STEG website.



Small Research Grant: Budget Template for Final Report

Please provide a detailed breakdown of costs incurred in the second reporting period of the project.

Project Title: _____

Principal Investigator Name: _____

Category	Description of Item	Total budget	Actual Expenditure during reporting period in local currency*	On-the-day exchange rate**	Actual Expenditure during reporting period in GBP	Expenditure reported in first reporting period	Variance
Data Acquisition							
Sub-total		£0.00	£0.00		£0.00	£0.00	£0.00
Travel							
Sub-total		£0.00	£0.00		£0.00	£0.00	£0.00
Research Stipend							
Sub-total		£0.00	£0.00		£0.00	£0.00	£0.00
Research Assistance							
Sub-total		£0.00	£0.00		£0.00	£0.00	£0.00
Other							
Sub-total		£0.00	£0.00		£0.00	£0.00	£0.00
Total		£0.00	£0.00		£0.00	£0.00	£0.00

FINANCIAL REPORT:

Please complete the budget template and submit it to the STEG team along with your narrative report. The financial report should include actual expenditure for the period in question, and planned expenditures for the next reporting period. Deviations of more than 20% of the original budget in the contract should be explained in the narrative report.

*This needs to correlate to receipts

**To calculate the actual expenditure from local currency into Pound Sterling, please use the exchange rate of the day the cost was incurred (i.e. the date on the receipt) or the exchange rate on the last day of the reporting period. To find the correct exchange rate, please use <http://www.oanda.com/currency/converter/> the Foreign, Commonwealth & Development Office (FCDO).

Small Research Grant: Proof of Expenditure Log

Please provide a detailed list of the proofs of expenditure which correlate to the expenses incurred.

Project Title:

Principal Investigator Name:

Instructions

1. Fill in Project title and PI name
2. Name currency in the table headings
3. Enter expenses in chronological order, giving a brief description of each receipt
4. To calculate the actual expenditure from local currency into Pound Sterling, please use the exchange rate of the day the cost was incurred (i.e. the date on the receipt) or the exchange rate on the last day of the reporting period. To find the correct exchange rate, please use <http://www.oanda.com/currency/converter/>
5. Feel free to insert additional rows, if needed.
6. Return this form to the STEG team

Details of proof of expenditure/expenses

Date	Item	Budget heading in the STEG Financial report	Cost (WRITE LOCAL CURRENCY)	Exchange Rate on the day	Cost (GBP)
TOTAL IN GBP					-