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| Education Strategic Fund (ESF) 2021-22Project Report Form  |
| **Title of project**  | Click here to enter text. |
| **Total Budget Awarded: £****Total Expenditure: £** **(include any expenditure from other sources, e.g. DOB)** | Click here to enter text. |
| **Project Start Date DD/MM/YY** | Click here to enter text. | **Project End Date DD/MM/YY** | Click here to enter text. |
| Project Lead |
| **Name**  | Click here to enter text. |
| **Role/Position** | Click here to enter text. |
| **Department/School/Section** | Click here to enter text. |
| **Email** | Click here to enter text. |
| Other Contributors |
| **Name** | **Role; Department/School/Section** | **Email** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Project Details Text provided in this section will be used as part of the final project report to Education Committee |
| **Project Summary** |
| Provide a brief summary of your project, what you did, your methodology, and your intended deliverables, outputs and impact. Include details of how you involved students in your project. Include numbers of students and any information on range and diversity.  |
| **Project Outputs and Impact** |
| Provide a summary of the deliverables, outputs and/or impact achieved. Set out how the outputs/impact are being sustained beyond the funded element of the project. Include reference to student benefit (which students will benefit and how). |
| **Project Evaluation and Sharing of Good Practice and External Impact** |
| Provide a brief evaluation of your project. Was it successful? Did it achieve what you expected? What did you learn that could be usefully shared? List any activity that you have undertaken to date to share project learning, outputs and good practice, within and outside or department. Detail any plans or ideas for further sharing, and details of any existing or planned external impact activity. |
| Signature of lead applicant (if not Head of Department) |
| **Signature** (lead applicant) | Click here to enter text. |
| **Name** (lead applicant) | Click here to enter text. |
| **Date** | Click here to enter text. |
| Head of Department |
| **Signature** (Head of Department) | Click here to enter text. |
| **Name** (Head of Department) | Click here to enter text. |
| **Date** | Click here to enter text. |
| **Project leads should email a copy of their completed project report form no later than Friday 30th September 2022 to the Academic Registrar’s Office acadreg@essex.ac.uk.**  |

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| Guidance Notes |
| **Evaluation and Outcomes** |
| All award holders are required to:* Where requested, provide prompt updates on project progress and expenditure;
* Provide a concise final evaluation report;
* Be willing and available to share learning and practice within their department and across the wider University.
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| **Contacts and further information** |
| Submit your project report to the Academic Registrar’s Office: acadreg@essex.ac.uk Please title your project report ESF Report – Your Department.Any queries should be e-mailed to Emma Hardy egriffin@essex.ac.uk  |