

Australian Bicentennial Scholarships & Fellowships

Advice on reports

You will be aware that you are required to submit a report on your use of the fellowship/scholarship within three months of returning from your trip. We are primarily interested in the outcome of your visit.

The report does not have to be lengthy. It will be read by a committee which may not have members with specialist knowledge in your area, so you should treat expert/technical matters briefly and simply.

The report will be compared with your initial application to see if the aims for which you have been given support have been achieved. If there have been variations from your intended programme, and particularly if unforeseen problems have arisen, these should be explained, with an indication of how they have affected the outcome.

A financial statement is required, detailing the amount received from the ABSF scheme, and your actual expenditure in the various categories (eg fares, subsistence, fees, research materials, etc).

In summary, it would be appreciated if your report was organised under the following headings: aims; travel/research timetable; outcomes (including any relevant problems); financial statement. A paragraph or two under each heading will be sufficient: the report should not be longer than two A4-size pages.