Reporting for Infrastructure Projects

Reports for Infrastructure Projects (Faculty, cross-Faculty and MWAC Infrastructure Projects) are collected via Survey Monkey and ask for the information listed below. You will be contacted by the Grants Management Office (GMO) with the link to the Report Survey in Quarter 4 of each year your project received funding. Reports must be completed by 31st January the following year.

Reports will be used to assess project progress and collect data on the funded equipment/infrastructure. The information will be used to establish a register of the equipment/infrastructure funded under RIS, which will be made available on the RIS website.

(Please note that reports for Network Lab projects ask for different information and are submitted by filling in a Word document. The document is also distributed by the GMO in Quarter 4 of the year funding is received. You can preview the Network Lab report form here.)

Preview of Report Survey questions:

General Information:

These details about your project are on file with the GMO and will be listed in the email containing the link to the Report Survey. You will need to paste them into the Survey so that the GMO can identify the project and confirm that you have completed your reporting requirements:

- Project type
- Faculty
- School
- Project duration
- Project number
- Project title
- Lead investigator

Project Progress:

- Did anything affect the satisfactory and timely progress or completion of the project? Yes / No
- If yes, please provide details.
• Have the funds been fully expended?
  Yes / No
  If No:
  • Please explain why and provide details of when and how the remaining funds will be spent
  • Will you require an extension to complete project/expend funds? (Yes/No)
    o If Yes: Please provide data by which project will be complete.

• Were the funds used for the proposed purpose?
  Yes / No
  If no, please explain why and provide details on how the funds were spent.

**Infrastructure details:**
• What type of infrastructure was funded?
  o Equipment, including software or databases
  o Staff
  o Both equipment and staff

*If equipment:*
*Please provide the following information about the equipment:*
• Equipment title
• Equipment description
• Research method (dropdown list, if none applies, select “other”)
• Equipment custodian
• Equipment custodian contact (email)
• Location of equipment
• Is the equipment installed and operational? Yes / No
  If no, when will the equipment be operational?
• Is the equipment accessible to other research groups? Yes / No
• Did you purchase extended warranty or a service contract for the equipment? Yes / No
• Has the equipment been entered into SafeSys? Yes / No

*If staff:*
*Please provide the following information about the role:*
• Position title
• Brief description of the role and how it supports research
• Please attach the position description for the role
• Has the position been filled? Yes / No
  If no, please explain why and when the position will likely be filled.

*If both equipment and staff:*
*Both the above sections have to be completed.*