SFI Discover Programme Annual / Final Report Template

[Note that reporting will be completed via SESAME

This is a template for guidance purposes – questions may be amended, added or deleted for annual/final reporting requirements]

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| **Proposal ID** |  |
| **Title:** |  |
| **Organisation:** |  |
| **Project Lead** |  |
| **Report No.:** |  |
| **Report Type:** |  |
| **Report Due Date:** |  |
| **Year of Report:** |  |
| **Amount of Award:** |  |
| **Project Costs** |  |

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| **Report Details** |
| Please outline in bullet points what you aimed to achieve with this project (300 words) |
| Please explain how you met your objectives (800 words) |
| Project Partners (formal partners in the project – please highlight any additional partners since your original  application) |
| What are the key highlights/successes of your project (500 words) |
| What are the top tips you would have for someone doing a similar project (500 words) |
| Please outline the challenges encountered, the causes and if and how you were able to overcome them (500  words) |
| How do you plan to make your project sustainable or detail your exit plan for your project (500 words) |

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| **Meeting SFI Discover Call Objectives** |
| Please outline below how you your project has met the SFI Discover Programme Objectives as appropriate. Please refer to SFI Discover 2019 Call document Section 10. |
| *To increase the general public’s engagement with STEM and its importance in society (300 words)* |
| *To reach participants not normally engaged with STEM, particularly those who are not “scientifically converted” as well as continuing to target existing audiences (300 words)* |
| *To stimulate interest, excitement, dialogue and debate about STEM through accessible and entertaining interactions to engage and inspire people of all ages and backgrounds (300 words)* |
| *To apply STEM engagement and awareness in innovative ways for the benefit of the public (e.g. within youth and community work to support youth and community work outcomes.(300 words)* |
| *To inspire curiosity, and confidence in the scientific method (300 words)* |
| *To inspire, inform, encourage and support young people to explore STEM-related careers (300 words)* |
| *To support projects which develop capacity for the delivery of STEM Education and Public Engagement (EPE) in Ireland (300 words)* |

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| **Audience Reach** |
| Please choose which of the following formats best describes your project   * Broadcast/film * In-class activities * Public event * Careers experience programme * Informal learning * Other – please specify |
| Please indicate which of the following population groups were the main target audiences of this project (choose all that apply)   * Primary students * Post primary – Junior Cycle * Transition Year Students * Post Primary – Senior Cycle * Primary Teachers * Post Primary Teachers – Junior Cycle * Post Primary Teachers – Senior Cycle * Parents * Third Level * General Public * Policy Makers |
| Did the project reach the intended audience?   * Yes * No |
| Did your project specifically reach:   * Socially, economically or educationally disadvantaged audiences How many * Adults, attending without children (in particular ages 30-55), How many * Women and Girls, How many * Older Populations How many * Minority Groups How many * First time STEM event or project attendees How many * Localities or areas with limited access to SFI funded STEM activities How many * Those involved with interest groups outside of STEM. How many? |
| Please indicate the total numbers of individuals directly engaged by the project – numeric value only  (for example, 600 (100 children participated in the workshops and 500 people downloaded the app).  Please do not include social media reach in this figure) |
| Is this project targeted at a specific gender?   * Yes – female * Yes – male * No |
| Please choose which topic best describes the focus of your project   * Science * Technology * Engineering * Maths * Space related * STEM Careers * Building education & Public Engagement capacity * Other – please specify |

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| Please indicate the geographical target area of the project (choose all that apply) | |
| Carlow | Cavan |
| Clare | Cork |
| Donegal | Dublin |
| Galway | Kerry |
| Kildare | Kilkenny |
| Laois | Leitrim |
| Limerick | Longford |
| Louth | Mayo |
| Meath | Monaghan |
| Offaly | Roscommon |
| Sligo | Tipperary |
| Waterford | Westmeath |
| Wexford | Wicklow |
| National | International |
|  | |
| Was your project linked to any of the SFI Funded Research Centres of CSETs? | |
| No | Adapt |
| AMBER | APC |
| CONNECT | CURAM |
| Icrag | INFANT |
| INSIGHT | I-PIC |
| LERO | MaREI |
| SSPC | Beacon |
| Confirm | iForm |
| FutureNeuro | Vistamilk |
| Explain how the audience reach figure has been derived | |
| Evaluation | |
| How did you evaluate your project? (250 words) | |
| Outline the findings from your evaluation? (500 words) | |
| Describe what you have learned from the findings (500 words) | |
| Outline how these findings could be addressed in any future projects (500 words) | |
| Explain how you have shared, or intent to share, these learnings (250 words) | |
| Was your project externally evaluated?   * Yes * No   If yes, a copy of the evaluation report in PDF format should be sent to your Project Coordinator by email.  Please note that this report may be published on the SFI website. | |

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| **Finances** | | | |
| Total Project Costs | | | |
| **Provide a breakdown of project expenditure utilising the table below**  *(please note we do not require copies of invoices to be included in this report). Expenditure listing to be signed off by a financial representative of the organisation as being an accurate record of expenditure of the project. Eligible Research*  *Bodies must also submit a financial report via SESAME* | | | |
| **Category** | **Details** | **SFI Discover Funding**  **Spend** | **Total Spend** |
|  |  |  |  |
| **Source and amount of additional funding**, including any income derived from the project | | | |
| Source |  | Amount of funding |  |
| **Breakdown of total costs claimed for Discover award** | | | |
| Category | Details | Amount |  |
| *Please itemise all payroll and travel and subsistence costs per employee and all other costs above €3,000*  *charged to the Discover award* | | | |
| Finance Officer Name | | | |
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| If there is anything further you would like to share about the project or any feedback on the Discover  Programme Call process, please add it here (500 words) | | | |
| Please provide a list of the media coverage including broadcast, press and social media | | | |
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