

## STOKES AWARD – REPORTING GUIDELINES

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### REPORTING TEMPLATE

The Standard Report Template which is available on SESAME is used to gather outcomes and impacts from awards made under the Stokes programme. Guidelines for completion of the standard template are provided at the following link ([Standard Reporting Guidelines](#)). In the case of the Stokes programme there are no co-PIs, therefore that section of the Standard Report Template should be left blank.

### ADDITIONAL DOCUMENTATION

In addition to completing the Standard Report Template, Stokes award holders must submit a report from the Head of School providing an evaluation of the performance of the candidate. There is no template for this report; the Head of School's evaluation should be based on the metrics provided in the School's original proposal for the candidate. This report must be uploaded directly to SESAME using the 'Additional Documentation' upload button.