

## INDUSTRY FELLOWSHIP – REPORTING GUIDELINES

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### REPORTING TEMPLATE

Annual reports are not required for Industry Fellowships. Industry Fellowship Award holders are required to submit a final report at the end of the award. The Industry Fellowship reporting template is available on SESAME and is used to gather outcomes and impacts from awards made under the Industry Fellowship programme. The Industry Fellowship reporting template has been created so that SFI's key goal of enabling strategic partnerships to develop between academia and industry can be measured against the objectives defined for the Industry Fellowship programme. There are a number of sections in the report template, some of which are self-explanatory, and some which require some guidance:

**Scientific Information:** In this section of the report, awardees are asked to provide a summary of the work activities performed over the past year. This can include a brief overview of tasks undertaken and their outcomes.

**Training:** In this section of the report, awardees are asked to provide a summary of any training that took place, for example, training or guidance in aspects of best business practice or operational expertise gained on the use of relevant infrastructures.

**Mentorship:** awardees are asked to provide an update on the mentoring arrangements provided by their mentor during the fellowship.

**Career Impact:** awardees are asked to assess how they think the fellowship will impact on their future career.

For explanation on any of the other standard sections, please refer to the guidelines for the programmes that use the standard template.

### ADDITIONAL DOCUMENTATION

In addition to submitting the final report, Industry Fellowship award holders must submit a statement (or letter) from the relevant industry partner. The letter should refer to the following where possible:

- The scientific deliverables that have been of benefit to the industry partner
- The success of the industry fellowship to the partner
- The impact of the award on the research agenda/business practices of the industry partner
- Details of plans for future collaborations with the fellow / academic group

This letter must be uploaded directly to SESAME using the 'Additional Documentation' upload button