# **Final report CAHSS Knowledge Exchange and Impact grant**

## The final report is in two parts: A record of activities and impact on PURE (which may be completed throughout the project as activities and impact take place), and a reflective final report within three months of the end of award.

## **Logging the project, activities and impact on PURE:**

First, log on to PURE via [www.pure.ed.ac.uk](http://www.pure.ed.ac.uk/)

If you have any difficulties please contact pure@ed.ac.uk

In the Editorial View,

click on the + sign next to Projects – choose ***University awarded project funding****.*

Fill in the details required in the form. To allow us to report on the grants **please include “CAHSS KIG” under *User defined key words***.

Please link any related ***Research outputs*** and other grants/projects already on PURE to the project.

Please log the knowledge exchange activities you conduct through the project under ***Activities****.* When you click the + sign, you get list of categories of activities. Those relevant to this grant are likely to be:
1) ***Business and Community,*** including providing oral and written evidence, membership or work for advisory panels etc or
2) ***Public Engagement and Outreach,*** including public lecture, seminar, debate (which includes any “stakeholder” event), festivals/exhibitions and media article/participation (should also include social media activity).

Once you have identified the most appropriate type of activity, the logging should be self-evident.

For events, please upload attendee lists and/or evaluation data. These can be uploaded as files to the events (but please make sure you set that part to “back end”, otherwise it will come up on your Edinburgh Research Explorer profile). Alternatively, you can log this as impact.

Evidence of actual impact includes emails confirming that your work has been taken up or used, citations or evidence of citation in user generated documents, evaluation data, etc. This should be logged in the ***Impact*** section. See the link below for guidance on this.

http://www.ed.ac.uk/information-services/research-support/research-information-management/pure/researchers/content-types/impacts

**Please contact Anne Sofie Laegran on** **a.s.laegran@ed.ac.uk** **if you have issues about any of this.**

 **CAHSS Knowledge Exchange and Impact grant final report**

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| **Title of project:**  |
| **Name of Applicant (PI):** **School:** **Year of award (e.g., 16/17)** |
| **Summary of outcomes (max 100 words):** Please highlight how your project made a difference in addressing or solving the problem in question. |
| **Reflections on outcomes and impacts**The activities and impact of the project should be logged on PURE so there is no need to repeat those here. This section allows you to reflect on to what extent the objectives of the project was achieved.  |
| **Learning from the project**What would you like to share as good practice and what could have been done differently to increase the benefits of the project?  |
| **Follow up activities** Please provide details of completed and planned funding applications, publications (including joint with partner organisations), requests for further work including consultancy and CPD, and any other follow up activities that will take the work and relationships developed further.  |