

**EARLY CAREER GRANT SCHEME**

**Financial Report**

**The Financial Report should be submitted by the HEI after/with the submission of the End of Award Narrative Report and within 6 weeks of completing the research.**

A detailed budget was submitted as part of the application form. The budget is a part of the research contract and applicants should expect to spend the money in accordance with what was set out and spending outside this parameter may not be reimbursed. Any budget changes should be communicated to the RSA in advance and are subject to approval. Please note, that if the grant holder does not fulfil all the requirements, the RSA reserves the right not to refund claims.

1. **Award information details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| GRANT HOLDER | | | | | | |
| Title: | | Name: | | | | |
| Surname: | | | | |
| RSA membership number ID # | | | | Award number: | | |
| Project name: | | | | | | |
| Address for correspondence: |  | | | | | |
| Town: |  | | | | Postcode: |  |
| Country: |  | | | | | |
| Telephone/ Mobile: |  | | | | | |
| E-mail address: |  | | | | | |
| HIGHER EDUCATION INSTITUTION | | | | | | |
| Name of the Institution: |  | | | | | |
| Name of the Department: | | |  | | | |
| Name, surname and contact details of the head of the department: | | |  | | | |
| Address: |  | | | | | |
| Town: |  | | | | Postcode: |  |
| Country: |  | | | | | |
| Telephone (and Fax): |  | | | | | |
| E-mail address: |  | | | | | |

1. **Timings of the research**

|  |  |
| --- | --- |
| Date of the award | day/month/year |
| Start date of the research | day/month/year |
| End date of the research | day/month/year |

1. **Statement of Accounts**

**Higher education institutions are required to confirm the reporting period for which they are submitting accounts.**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | End Date: |  |

|  |  |
| --- | --- |
|  | Costs (£) |
| **Detailed Costs** |  |
| Teaching or research buy-out (max £2,500) |  |
| Research assistance (max £5,000) |  |
| Accommodation/daily maintenance |  |
| Consumables |  |
| Conference fees |  |
| Travel |  |
| Other Costs (please specify) |  |
|  |  |
|  |  |
|  |  |
| **Grand Total** | **£** |

|  |  |
| --- | --- |
| Instalment 1 | £ |
| £ |
| £ |

Total received from RSA to date

Remainder due from RSA

Institutional officer’s authorisation of expenditure

|  |  |  |
| --- | --- | --- |
| Signature: |  | Date: |
|  | |
| Name (please print): |
| Position (please print): |

**Please note that full accounts for the whole duration of the project are required in this end of award Financial Report.**

Please send the completed report to: [ecgrant@regionalstudies.org](mailto:ecgrant@regionalstudies.org)

Any queries should be addressed to [ecgrant@regionalstudies.org](mailto:ecgrant@regionalstudies.org) or by telephoning +44 (0)1273 698 017.

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| --- | --- |
| **Regional Studies Association**  Sussex Innovation Centre  Falmer Brighton BN1 9SB  United Kingdom  Reg. Charity No. 1084165 – Reg. in England and Wales No. 411628  Website: [www.regionalstudies.org](http://www.regionalstudies.org)  Tel: +44 (0)1273 698 017 | Email: office@regionalstudies.org  facebook.com/regionalstudiesassociation  linkedin.com/in/regionalstudiesassociation  Twitter: @regstud  RSA Blog: <https://blog.regionalstudies.org/>  e-Zine *Regions:* <https://regions.regionalstudies.org/> |