



Guidelines for Reports from Grant Recipients from Foundation PSA.

One of the main stipulations of receiving a grant or award from FPSA is that you produce for the association a report. These guidelines are here to guide you in the writing and submission of that report. Your report should comprise the following:

1. The training/conference you received the funding for – title, venue, length in hours/days, any resulting award e.g. Certification.
2. The date you completed your training.
3. Your name and qualifications, work role or role the training etc. is relevant to (not a CV).
4. A brief summary of the training etc – summary aims, presenters of note, methods studied, practical application.
5. Your experience of the training – usefulness to you in your work and/or wider context, your intention to use in work role now/future, any recommendation for others considering same or similar training etc.

This report will be posted to the FPSA website and will be visible to others.