The Reinvention Centre
For Undergraduate Research

Guidelines for writing project reports

As stated in the funding guidelines for Academic Fellowships, the Reinvention Centre requires a final project report, written to a standard suitable for publication on the Centre's website. This report should be a practical and accessible account of the project, ideally written in a *"how we did it"* style for the general academic reader. These reports are intended to be useful for those wanting either to learn from your particular approach or to implement a similar innovation. The final Findings should be of 4000 to 6000 words in length, and may serve as the basis for a subsequent academic publication. We may suggest appropriate editorial changes. Project Reports should be arranged under the following headings:-

1. **Project Title**

2. **Keywords**
3 keywords, plus the relevant disciplines involved.

3. **Summary**
A short and concise summary of the activity, project or research being discussed in the report, and its main outcomes.

4. **Activities**
This is the main section of the report, and its value as a document depends on the level of detail you provide in this section. People interested in taking up an initiative will want to know the details of how a project was carried out, from the initial planning to its implementation – mentioning problems encountered along the way. The *who? where? why? what? how? with what result?* questions all need addressing in this section. If it was a course, please provide details of the level and numbers of students involved. Also use this section to detail the relevant research literature you drew upon in planning or informing this activity.

5. **Outcomes**
This section will detail the final outcomes of your project, how it was evaluated, and the ways in which its findings are being implemented. Please pay particular attention to the way in which you are sharing the knowledge you have gained with others, both within and beyond your institution. Have you produced materials or tools for others to use? Are you making attempts to "embed" these changes in your department?

6. **Implications**
What are the wider issues that are raised by your initiative or research that others interested in research-based learning should be thinking about? How might this project affect teaching and learning in your discipline? Are there policy implications coming out of your work for departmental or institutional practice? Here prose or a series of questions or bullet points are equally acceptable.

7. **Resources**
If your work has produced learning and teaching resource materials, please detail these here. These might be teaching materials, annotated bibliographies, course outlines, websites, academic bibliographies, or named contacts. You are also likely to be aware of a range of cognate resources, related to your own work that you've found useful and might be equally useful for others. Provide details in this section.

8. **References**
If appropriate, provide a list of relevant bibliographic references.

9. **Contact details**
Please provide email, phone and address details of a named contact person who can provide further information or materials about your project.

10. **Supplementary information**
If you wish to provide any information in other form, eg. photographs, film etc, please feel free to do so; however, this is not a requirement.

Reports should be submitted to the Reinvention Centre electronically in either word or rtf file formats to email: ***reinvention@warwick.ac.uk***