

# Reporting requirements for recipients of Scholarships and Awards



FACULTY OF  
**ARTS**

Recipients of Faculty Grants, Scholarships and Prizes, are often required as part of their scholarship prize to provide a written report on the expenditure of funds, and the progress of their research. See the below for further enquiries.

Failure to provide a satisfactory report will render the recipient ineligible for further grants.

The reports will be considered by the Faculty.

## Length of Report

- Grants under \$2,000 require a short report of approximately 100-200 words.
- Grants over \$2,000 require a report of 300-500 words.

## What to report

The Selection Committee is interested in:

- How the money was spent; and
- Progress of the research as a result of the grant.

Information to be included:

- Name of student and student number
- School
- Date in which grant was awarded
- Type and name of Scholarship or award received
- Amount of the award
- A report on how the money was spent
- A report on the progress of your research as a result of the grant

**Note:** All reports must be typed - handwritten reports will not be accepted.

## Contact Details:

Reports should be addressed to the Selection Committee of the scholarship or award and sent to:

### Faculty of Arts Awards team

E: [artsprizes-info@unimelb.edu.au](mailto:artsprizes-info@unimelb.edu.au)

<http://arts.unimelb.edu.au/scholarships>

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