

An explanation of your BOSF grant

Everything you need to know...

Congratulations on being awarded a BOSF grant. From time to time you will wish to draw on your resources and this document outlines how and when you can do this.

Research Reports:

To be able to draw on your grant you must demonstrate good progress. This is done by the submission of regular research reports.

The researcher will submit 'Interim Reports' ([Appendix 1](#)) on a six monthly basis, in the first instance. These will be submitted electronically to the BOS office who will forward these immediately to the Director of BOSF who will share the information with the Chairman Scholarships and grants panel as well as the Academic Advisor.

Favourable Progress:

If progress is looking favourable you will be asked to submit an additional report in another 6 months, or exceptionally in 1 year.

When projects are progressing well then it is appropriate for funds to be released. When you need to release money from the BOS account then your research department should invoice the BOSF. This will be scrutinised by the treasurer of BOS and a cheque released.

Unfavourable Progress:

If progress is not going well, then the Academic Advisor will offer expert advice and an action plan to help get you back on track. You will be asked to submit another report in a time scale determined by the Advisor, Chairman and Director.

If progress continues to be poor, then this information will also be shared with the Scholarship and Grants Committee. If this body decides that the funding will be stopped, then the Chairman of the Awards panel will inform the researcher. The researcher will still be asked to complete a 'Final Report' ([Appendix 2](#)). A final invoice can be submitted to the BOSF. Payment for the expenses will be scrutinised and as appropriate authorised by the Director of the BOSF who will ask the BOS Treasurer to send a cheque to the researcher. The researcher can choose to also return a short abstract of their work (about 200 words) with appropriate photographs to be placed on the BOSF area of the BOS website.

Project Completion:

Prior to receiving final payment, on completion of your project you will be asked to submit a 'Final Report' ([Appendix 2](#)). These will be submitted electronically to the BOS office who will forward these directly to the Director of BOSF who will share the information with the Chairman of the Awards panel. They will scrutinise your report and if the project has been completed and there are no concerns then a decision to make final payment will be made upon receipt of an invoice.

Prior to receiving final payment the researcher must also return a short, accessible abstract of their work (about 200 words) with appropriate photographs to be placed on the BOSF area of the BOS website. This is intended to let our donors know what they are supporting and encourage the generosity of potential donors.