



ABC UK IOPP 2021-2022 – Primary Care, Research and Clinical Categories

FINAL REPORTING

Aim

The main aim of Action Bladder Cancer UK's annual IOP Programme is to encourage and fund small projects that will directly benefit bladder cancer patients. We fund stand-alone, high-quality projects which will demonstrate clear outcomes and improve knowledge, facilitate change, explore different approaches and, most importantly, directly improve outcomes for patients or the patient experience.

Outcomes from this programme and Reporting

Providing final reports and measured outcomes is very important. They are required as part of our grant criteria, and act as a demonstration of the completion and outcomes of your funded project. The final 25% of your grant will only be paid upon receipt of a satisfactory report. Your final report also provides ABC UK with evidence of our impact as a grant funder - not only to demonstrate achievement to bladder cancer patients (and their families), but also to enable us to access more funding to support our work and the continued development of our grant programmes.

Report Format

Reports should be a minimum of two sides of A4 (approx. 1000 words min). It is however expected that the majority of projects would require a longer report than this to provide satisfactory information. The report may include illustrations/graphics. You may also send attachments if appropriate. If outputs from the project include leaflets or other resources, please provide scanned copies with your report (and a hard copy sent to ABC UK for our records if appropriate).

Your final report should include the following:

Project Information:

- Report date
- Title of Project
- Your name, department and any other key personnel on the project
- Timeline: including start and completion date of the project and any agreed delays.
- Project description: Background and aims of the project. You may use the plain English summary as included on your application.
- Project objectives and aims
- Funding granted

Project Delivery:

- Project delivery: include a description of your methodology and activities undertaken ie: how you delivered your project. Include milestones and timeline.

Outcomes

- Please report the specific outcomes of the project – these should be measurable where possible and relate to and reference your stated objectives, milestones and timelines given for the project within your application.
- Please also provide a plain English summary of the outcomes and achievement of your project (this will be used as the basis for ABC UK reports and website copy on our past grants, so please ensure this is in lay language and includes clear outcomes. This is



particularly required if your project outcomes are heavily clinically-based/include detailed laboratory research data etc).

- Was the project a success? Did you achieve the objectives/aims you had intended?
- Please also include details of any issues (if any) – ie any key problems encountered and how these were overcome.
- State clearly how the objectives achieved by your project will be of benefit to those with bladder cancer.

Outputs

- If your project has defined outputs eg: leaflets, other resources, please supply as scanned attachments to your final report, and send to ABC UK head office if appropriate.
- Please state clearly the purpose of the output, how it will be used (giving examples where possible) and the impact it has/will have.

Expenditure

- Please provide a detailed breakdown of the grant expenditure.

Dissemination

- How have you already disseminated the findings from your project.
- How are you intending to disseminate the findings in the future?
- Please also include details (including eg: photos or conference slides) which show how you have acknowledged ABC UK's funding of this project as required in the Guidelines.

Future Development or Impact

- Have you secured further funding from elsewhere to support this project or the next stage of this project? If you have, please provide details of the funding.
- Are there other potential projects which may use these results to develop new projects – if so, what are they?

Final reports to be emailed to:

info@actionbladdercanceruk.org

If you wish to send examples of leaflets or resources produced as an output from your project, please send (clearly marked with the name and contact details for the project) to:

**Action Bladder Cancer UK
6 Trull Farm Buildings
Tetbury
Gloucestershire GL8 8SQ**