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| **AIchemy Collaborative Travel Fund: Reporting Form**  Please complete using 10pt Calibri font, convert to PDF and send to [funding@aichemy.ac.uk](mailto:funding@aichemy.ac.uk)  This final report should be submitted within one month of completing the proposed visit(s). | | | |
| **Project ID Number: For office use only** | | | |
|  | | | |
| **Details of applicant 1** | | | |
| **Name:** |  | | |
| **Higher Education Institution:** |  | | |
| **Department:** |  | | |
| **Job Title:** |  | | |
| **Email:** |  | | |
| **Proposed Host Organisation(s)** | | | |
| **Host organisation(s)** | **Named contact(s)** | | |
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|  |  | | |
| **Date(s) of visit:**  Please provide the date or date range of your visit(s), using the format DD/MM/YY. | | | |
|  | | | |
| **What best describes the nature of your activity?** | | | |
| Enhancement of an existing collaboration (e.g through knowledge exchange and/or skills development)  Exploratory visit to initiate a potential new collaboration. | | | |
| **Please provide a brief summary of the activity undertaken including aims, scope and the outcomes achieved.**  *(max 500 words)* | | | |
|  | | | |
| **As a result of this activity, how likely are the following outcomes?** | | | |
| ***Matrix rating scale (1 = Not at all likely, 5 = Extremely likely)***   |  | **1** | **2** | **3** | **4** | **5** | | --- | --- | --- | --- | --- | --- | | You will apply new ideas or techniques learnt from this knowledge exchange activity to your research |  |  |  |  |  | | You will maintain contact with new or existing collaborators for future opportunities |  |  |  |  |  | | You will plan or engage in specific follow-up activities (e.g. meetings, joint work) |  |  |  |  |  | | You will look to develop new funding applications |  |  |  |  |  | | | | |
| **Please provide any relevant details related to your responses above.**  *(max 250 words)* | | | |
|  | | | |
| **In the next 12 months, what next steps or future initiatives do you plan as a result of this visit?**  *(e.g. specific follow-up activities, proposals/grant applications, collaborative outputs, or planned events/ visits)*  *(max 250 words)* | | | |
|  | | | |
| **Financial Reporting** | | | |
| Please complete the table below. The funding provided should only have been used for the eligible costs outlined in your original application. | | | |
| **Category** | | **Amount Requested (GBP)** | **Amount Used (GBP)** |
| Travel | |  |  |
| Visa (£500 max) | |  |  |
| Accommodation | |  |  |
| Subsistence | |  |  |
| Other costs | |  |  |
|  | |  |  |
| **Total** | |  |  |
| Please attach a copy of the claim invoice. This documentation is required to support your financial report and ensure compliance with the fund’s terms and conditions. | | | |
| **Please provide details and justification for any changes to the use of funding as outlined in your original application.**  *(max 100 words)* | | | |
|  | | | |
| **Additional comments (optional) - Anything else you'd like to share?**  *(max 100 words)* | | | |
|  | | | |

**How we will use this data**

As part of our funder obligations, we will use information provided in this form within our monitoring and reporting requirements. We may also use information provided on this form on our website or other marketing materials to showcase AIchemy activities.