
OUTLINE STRUCTURE FOR REPORTS TO FUNDING BODIES ASSOCIATED WITH THE ROYAL COLLEGE OF OPHTHALMOLOGISTS

Towards the end of your Fellowship time you are required to put together a report summarising what you have done. The purposes of the report are:

1. To provide insight into the benefit that you have derived from the opportunity.
2. To provide future applicants with some reference of the training opportunity and quality of the fellowship.
3. To thank the funding body for its support.
4. To describe the experience of working abroad or in a different setting in this country.

As a guide the report should contain the following items:

Items	Notes
Details about yourself	Name, grade, present appointment.
Name of funding body applied via the Royal College	E.g.: Ethicon Foundation Fund.
Other sources of financial support	E.g.: Hospital Trust Funds, Postgraduate Dean; Pharmaceutical.
Objective of Fellowship	E.g.: was it primary to obtain clinical training; to observe clinical practice; to establish research links; to carry out a piece of research; all or some of the above.
Nature of the Fellowship	Brief description of the host institution and trainers. A weekly timetable would be useful.
Other experience	Any hints and tips for further applicants planning a fellowship in the same institution, e.g. where to live, to travel, how best to prepare yourself before going. Any advice on how to get the best out of the experience. Any logistical problems: visas, diplomas, ECFMG.
Outcome	E.g.: publications, protocols and collaboration. If it is a clinical fellowship, a brief description of the clinical experience in terms of the variety and number of cases. A summary of the surgical log if appropriate should be included.
Acknowledgement	It would be appropriate to thank the sponsor for the opportunity and state whether it has had an influence on your career.
Current status	The panel is interested to know the current post and location of any award recipients on completion of their project/fellowship.