



CBIS Fellowship Activity Report - Guidelines

The Center for British & Irish Studies is happy to provide fellowships for graduate students to support their research and creative activities in the area of British & Irish Studies. In return, fellows are expected to submit an Activity Report within one month of the completion of their research travel or conference participation.

These reports play an important role in helping us understand and demonstrate the importance of the Center for British and Irish Studies. They may be quoted in such documents as annual reports and during the Center's periodic reviews.

Failure to submit a report and to do so in a timely fashion will disqualify an applicant from applying for another CBIS grant or fellowship.

CONTENTS OF THE ACTIVITY REPORT

The report must include:

1) The following items (in the order provided):

1. The name of the fellowship: Ogilvy Fellowship/ Conference Grant/ Other (e.g., Small Grant)
2. Your full name
3. Your colorado.edu email address
4. Your Department & College/School
5. Your degree and year in program (e.g., PhD, 3rd year)
6. The title of the project/paper for which travel fellowship or conference grant was granted (use the title you used in your application)
7. The dates and location(s) of your conference or research travel

2) A statement in narrative/essay form.

The statement should be approximately 400 words for Conference Fellowship and Small Grant reports and 800-1200 words for Ogilvy Travel Fellowship reports.

Statements must include the following:

- An overview of the project/paper
- A description of what you happened during the conference/research trip and your key take-aways (these may include some reflections on professionalization/networking)
- A description of the results or impact of the conference/research trip on the content of your scholarly or creative project. (It may include, but should not replace, the URL to a project website.)
- A description of (plans for) publications and/or other kinds of output*
- A description of the expected impact of the fellowship on the trajectory of your studies/career.

If appropriate, statements may include up to two additional pages for images, excerpts from creative works (text or image), tables, figures, and/or bibliographical references.

SUBMISSION PROCESS

Please email your entire Activity Report as a single pdf to cbis@colorado.edu, using the subject line “Fellowship Report,” within one month of the completion of your research travel or conference participation.

***Reminder:**

Acknowledgment of the CBIS funding is required on all published materials or equivalent kinds of output. Use this language for print and verbal credit: “This project is/was supported, in part, by a grant from the Center for British & Irish Studies at the University of Colorado Boulder.”