**INTERNATIONAL RESEARCH NETWORKS (IRN) & SKILL ACTIVITY (ISA) GRANTS**

**ANNUAL REPORTING FORM**

Deadline for receipt of reports by the Secretary ([info@inqua.org](mailto:info@inqua.org)), Vice-president of commission ([maria.sanchez-goni@u-bordeaux.fr](mailto:maria.sanchez-goni@u-bordeaux.fr)), treasurer ([treasurer@inqua.org](mailto:treasurer@inqua.org)) and the President of the Commission: 31st December 2025. Please be aware that funds awarded in 2024 (or earlier) cannot be carried over into 2025. Any IRN/ISA funds not spent or accounted for by the next reporting deadline (31st December 2025) must be returned to the INQUA Treasurer’s account no later than 15th May 2026. If you are applying to continue your activity and additional funding for 2025, you must complete and submit a new application form in September 2025. Please keep your reports on activities and achievements (5 and 7) brief. You may attach additional supporting documents (e.g. meeting agenda, news items, copies of publications) if you wish.

1. International Research Network/Skill Activity grant number
2. IRN/ISA Title
3. Field of research and/or Commission
4. Leader(s) (name, mailing address, e-mail address) (All communications will take place by email unless specifically requested otherwise)
5. Brief summary of activities and accomplishments during the reporting year (maximum 1000 words) (Please keep this summary brief. You may attach additional supporting documents, e.g. meeting agenda, news items, links to databases, copies of publications if you wish).
6. People involved in activities during the reporting year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Institute | Country | Role | Status  (PhD, ECR, DCR, SS) |
|  |  |  |  |  |
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|  |  |  |  |  |

1. List of publications and/or presentations during the reporting year, if applicable
2. A paragraph (maximum 1000 words) describing your aims, activities, and accomplishments to be included in *Quaternary Perspectives*.
3. Breakdown of use of the INQUA funding.

You will need to supply electronic (scanned) copies of receipts for all your expenditures; we request that you (or your organization) keep the original receipts in case of any subsequent audit of INQUA. Please list the item paid for in the second column and give a brief description (e.g. taxi receipt, room booking fee). Please ensure the scanned receipt is marked with the appropriate number for this item. Please give the cost in the original currency (i.e. to match the receipts you are providing) and then the equivalent sum in Euros (because your budget from INQUA was awarded in Euros). If the item involves funding travel or subsistence for a specific person, she/he should be named in the fifth column. Please indicate their status (PhD, ECR, DCR) so that it is easy to check that the expenditure conforms to INQUA policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Item** | **Cost**  **(in original currency)** | **Cost**  **(in Euros)** | **Person involved**  **(status: PhD, ECR, DCR)** |
| **1.** | **Hotel** |  |  |  |
| **2.** | **Travel etc** |  |  |  |
| **etc** |  |  |  |  |
|  | ***Totals*** |  |  |  |

**Money awarded in the reporting year:**

**Total spent in the reporting year:**

**Unspent money in the reporting year:**

*Please note that this unspent money must be returned to the Treasurer before* ***May 15th 2026****.*

**Signed (Leader):**

**Date:**