



THE OLYMPIC
> STUDIES
CENTRE

Research Grant Programmes

Reporting Guidelines for
The Olympic Studies Centre
Grant-Holders

08.12.2020

1. INTRODUCTION

This document is intended to help The Olympic Studies Centre (OSC)'s Grant-holders to prepare their progress and final research reports.

The delivery and format of these reports are specified in the following template agreements:

- [PhD and Early Career Academics Research Grant Programme:](#)
 - [Research project agreement for Early Career Academics](#)
 - [Research Project Agreement for PhD Students](#)

- [Advanced Olympic Research Grant Programme:](#)
 - [Research project agreement](#)

and therefore, constitute a contractual obligation.

The content of the grant reports is carefully reviewed and validated by the OSC. The final research report may be used by the OSC for publication purposes.

2. PHD STUDENTS AND EARLY CAREER ACADEMICS RESEARCH GRANT PROGRAMME

2.1 GRANT REPORTING SCHEDULE

Grant cycle	Progress report due date	Final report due date
January – December	15 June	31 December

2.2 PROGRESS REPORT

The progress report (a Word document of no more than 2,000 words) will consist of a description of the project development, including:

- an explanation of any major changes in the research project since submission of the application file to the OSC;
- an updated working schedule, describing the work already done, ongoing and to be done until the completion of the research project and;
- the identification of any difficulties the Grant-holders face in conducting the research project.

There is no need to present preliminary results in the progress report.

2.3 FINAL REPORT

The final research report should include a [standard cover sheet and a table of contents](#) and be presented on A4 paper, numbered consecutively, typed in Arial size 12 font and using single line spacing.

It will consist of two (2) documents with the following content:

- [First document \(approx. 40-60 pages\):](#)
 - an abstract (200 words maximum) and a list of key words;
 - an executive summary including a short description of the research topic and objectives and highlighting the main findings, conclusions and, if appropriate, recommendations (approx. 1,200 – 2,000 words);
 - a 30-50 page (approx. 12,000 – 20,000 words) report, including the research subject and objectives; the academic significance of the project; the methodology applied; the key information sources consulted for the project; and the results and conclusions of the research project;
 - the annexes, including any additional information of interest for the project.

If the grant-holder's report includes quotes from interviews, written consent from the participants quoted must be provided in a separate document.

- [Second document:](#)
 - a [financial accounting report](#) for all funds provided by the OSC, which must be sent to the OSC in a separate document. Grant-holders shall keep for one year, from the end date of the project, complete and accurate receipts for expenses and provide copies of the same to the OSC upon request.

2.4 GRANT-HOLDERS COMMITMENTS

Grant-holders will undertake to publish/disseminate their research results within the academic community. They will also ensure that all subsequent publications or productions, using all or part of the results obtained under the auspices of the research grant, will appropriately acknowledge The IOC Olympic Studies Centre and the PhD Students and Early Career Academics Research Grant Programme. In addition, they will share with the OSC any such publications or productions.

3. ADVANCED OLYMPIC RESEARCH GRANT PROGRAMME

3.1 GRANT REPORTING SCHEDULE

Grant cycle	Progress report due date	Final report due date
June – July, over two years	15 December (1 st year)	30 June (2 nd year)

3.2 PROGRESS REPORT

The progress report (a Word document of no more than 2,000 words) will consist of a description of the project development, including:

- an explanation of any major changes in the research project since submission of the application file to the OSC;
- an updated working schedule, describing the work already done, ongoing and to be done until the completion of the research project and;
- the identification of any difficulties the Grant-holder faces in conducting the research project;
- a general overview of the expenses incurred thus far.

There is no need to present preliminary results in the progress report.

3.3 FINAL REPORT

The final research report should include a [cover sheet and a table of contents](#), and be presented on A4 paper, numbered consecutively, typed in Arial size 12 font and using single line spacing. It will be made up of three (3) documents, with the following content:

- **First document (approx. 50-60 pages):**
 - an abstract (200 words maximum) and a list of key words;
 - an executive summary including a short description of the research topic and objectives and highlighting the main findings, conclusions and, if appropriate, recommendations (approx. 1,200 – 2,000 words);
 - the report, including the research topic and objectives; the methodology applied, and a detailed presentation of the findings, conclusions and, if appropriate, recommendations of the research project;
 - the annexes, including any additional information of interest for the research project.

If the grant-holder's/grant-holders' report includes quotes from interviews, written consent from the participants quoted must be provided in a separate document.

- **Second document:**

A PowerPoint or infographic presentation summarising the objectives, methodology and findings of the research project.

- **Third document:**

- a [financial accounting report](#) for all funds provided by the OSC, which must be sent to the OSC in a separate document. Grant-holders shall keep for one year, from the end date of the project, complete and accurate receipts for expenses and provide copies of the same to the OSC upon request.

3.4 GRANT-HOLDERS COMMITMENTS

Grant-holders will undertake to publish and/or disseminate the project research results within the academic community.

They will undertake to ensure that all subsequent publications or productions, using in whole or in part the results obtained under the auspices of the research grant, will appropriately acknowledge The IOC Olympic Studies Centre and the Advanced Olympic Research Grant Programme. In addition, they will share with the OSC any such publications or productions.

4. HOW TO SUBMIT THE RESEARCH REPORTS

Progress, final and financial reports should be submitted in electronic form only, in either French or English, using the following email address:

studies.centre_grants@olympic.org.