

BCF Curriculum Investigation Grant: Report templates

This document provides templates for two reports required of all recipients of the BCF Curriculum Investigation Grant: firstly, the public-facing report that will be formally published by BERA; and secondly the evaluation report, which is solely for internal use by BERA and the BCF.

Public-facing report template

The below template offers guidance for grant recipients regarding the structure and content of the public-facing reports required as a condition of the grant. While it is neither prescriptive or exhaustive, report authors should follow this chapter structure, and address the suggested questions and any other related questions relevant to their project, as fully as possible.

Before starting work on this report, authors should discuss with their assigned mentor from the BCF Steering Committee how they plan to adapt this template to suit their specific projects. This mentor will be required to sign off on the draft report before it is passed to BERA's publications manager for copyediting and preparation for publication.

This report should be between 5,000 and 6,000 words in length.

BERA asks that authors use the writing style and format set out in the *Publication Manual of the American Psychological Association* ('APA style'), particularly as it concerns citations and referencing. However, standard UK spelling and punctuation conventions should be observed.

Authors are encouraged but not required to include visual materials – photographs, diagrams, charts etc. – in their reports. Photographs should be submitted as high-resolution/quality as possible, having secured any necessary permissions/releases; diagrams and charts should be in an editable format and/or include the data on which they are based, as they will be redrawn according to BERA design guidelines. Please contact Ross Fulton, BERA publications manager, at publications@bera.ac.uk with any queries ahead of submission.

Report structure/content

1. Executive summary

Include a brief description of the project, the research question, a brief summary of the data collected and your findings.

2. Introduction

What was the problem you were facing? Who did it affect? How long had it been going on for? What did you know/suspect about any underlying causes? Why was this a compelling issue for your school? What was your research question? What was the existing literature on this topic/problem, and what (if any) gaps did you find in that literature?

3. The innovation

Where did the intervention originate from and why? Why did you believe it might be effective (e.g. did other research suggest it would be successful)? Who was involved (who received it and who rolled it out)? Which key pieces of research informed your intervention?

4. Method

4.1 Sample

Who was involved? Why were these participants selected? How were they recruited to join the project? Was there a control group? If so, how were participants assigned to intervention and control groups?

4.2 Innovation

What were the activities involved? What was the sequence and timeframe for these activities? What did you hope participants would gain from these activities? Were there any ethical issues you needed to consider and how did you address these?

4.3 Impact measures

How did you plan to measure and evaluate the success of the project? What tools did you use? Why were they designed in that way? How and when was the data gathered? Were you evaluating the process of the project as well the outcomes? What were you hoping to learn?

4.4 Analyses

How did you plan to analyse the data? What were you hoping to learn and/or expecting to find?

5. Results

Were there any issues that made carrying out the investigation difficult? What successes and challenges were there to achieving your goals? What difference has your intervention made? How does your data corroborate this? What was learned in relation to the research question? What does your data show you, and what are its limitations?

6. Discussion/Conclusion

In summary, what are the main findings? How do you make sense of the data in relation to the research evidence that inspired your intervention? What are the limitations of your research? What are the implications for future practice, for you and for others seeking to do something similar? What are the implications for further research?

7. Dissemination and sustainability

To what extent is the intervention sustainable? What are your next steps and plans for future developments?

8. References

Please use American Psychological Association (APA) style.

Evaluation report structure (internal for BERA/BCF)

1. What was your experience of BERA/BCF's support and involvement? What about this process could be improved? As you carried out the investigation, did you encounter any issues with which BERA/BCF could have helped?
2. What engagement did you have with your BCF mentor? How effective was this relationship and could it have been more supportive?
3. Please give an expenditure breakdown for your project. (*Budgetary headings will vary according to project*)

Total project costs	
Total evaluation costs:	
Total intervention delivery costs	
Total intervention delivery costs per pupil	

4. Did you encounter any budgetary issues?
5. Did you encounter any issues with BERA's timeline/deadline for any aspect of this project?
6. How do you plan to communicate your findings (other than the publication of the public-facing report discussed above)?