



Guidelines for grant report writing for Genetics Society grant recipients

Dear grant recipient,

Firstly, congratulations on securing grant funding from the Genetics Society! I look forward to reading your report for consideration in the Genetics Society newsletter. I've created the following guidelines for the various types of grants we offer to streamline the editorial process and to try and accommodate as many reports as possible in the newsletter.

1) Please save grant reports in the format:

GrantType_Forename_Surname.doc / .docx / .pdf, e.g.

GS_JS_A_John_Smith.doc (for Junior Scientist Travel Grant Scheme A reports)

GS_JS_B_John_Smith.doc (for Junior Scientist Travel Grant Scheme B reports)

GS_HFWG_John_Smith.doc (for Heredity Fieldwork Grant reports)

GS_SIG_John_Smith.doc (for Sectional Interest Group reports)

GS_one-off_meeting_John_Smith.doc (for one-off meeting reports)

GS_summer_studentship_John_Smith.doc (for summer studentship reports)

GS_training_grant_John_Smith.doc (for training grant reports)

2) Please make every effort to include an accompanying image, saved with the same file name as the report in .jpeg/ .tiff/ .png/ .pdf format

Suggested images include:

Grant recipient presenting their research either orally or next to their poster (for Junior Scientist Travel Grant Scheme A and B reports)

Meeting organizers and any prize winners, meeting organizers and speakers, or meeting attendees (for Sectional Interest Group reports and One-off Meeting reports)

Grant recipient (and other delegates/colleagues if they are happy to participate) at training course venue/ host lab (for training grant reports)

Grant recipient on their field-based research project (for Heredity Fieldwork Grant)

Any graphs/figures resulting from research project (for Summer Studentship Grant)

3) Advice for Junior Scientist Travel Grants

Summarizing is key!

This especially applies to Junior Scientist Travel Grant Scheme A (to attend a Genetics Society meeting). We award several Scheme A awards and, as such, have several reports covering the same meeting. Therefore, although there are 800 words to play with in the report, they don't all have to be used. Details such as the location and duration of the meeting can be missed out, for example. For Scheme B (attending a non-GS meeting), these details can be useful, as your report may be the only one from that conference.

It's okay to summarize sessions quite broadly, or to focus only on the sessions that really captured your interest. Don't feel obliged to try and cover the whole conference in your report.

What were the highlights?

Did you present your research at this conference? If so, expand on how you think this experience benefitted you. What talks did you enjoy the most? Did you attend any of the social events and, if so, do you feel they benefitted you? Now that you are back to the lab/office, which elements of the conference do you think have impacted you the most?

In summary: What is interesting to us is how the conference you attended has impacted on you as a researcher. As ultimately, facilitating conference attendance with a view to benefitting your career is what we hope to achieve by providing these grants.

4) Advice for Sectional Interest Groups and One-off Meetings

Summarizing is key!

Due to the finite quantity of space for publishing in the Genetics Society newsletter, it is essential to not exceed the word limit for these reports (800 words). Therefore, it is usually not feasible to give a summary of each individual talk, unless this can be achieved briefly by grouping session themes and providing a one sentence summary of each talk. However, it is likely more practical to summarize sessions and pick out a talk or two from each session. Things to include: prize winners; keynote speakers; summary of sessions; demographic information.

Lynsey Hall
Newsletter Editor