

## CAREER DEVELOPMENT AWARD (CDA) – REPORTING GUIDELINES

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### REPORTING TEMPLATE

The Standard Report Template which is available on SESAME is used to gather outcomes and impacts from awards made under the CDA programme. Guidelines for completion of the standard template are provided at the following link ([Standard Reporting Guidelines](#)). In the case of the CDA programme there are no co-PIs, therefore that section of the Standard Report Template should be left blank. Information on the PhD students and postdoctoral researchers associated with the CDA award should be entered into the Team Members section.

### ADDITIONAL DOCUMENTATION

While a mentor is not mandatory as part of the CDA programme, some awardees will have identified a mentor in their original proposals. In such cases, in addition to submitting the annual/final report, CDA award holders must submit a letter from the mentor, reporting on the award under the following headings:

- Progress of the research programme
- Progress of the CDA awardee including relationship with mentor
- Progress of the team members
- Update on infrastructure available to the CDA awardee
- Any other issues as appropriate

This letter must be uploaded directly to SESAME using the 'Additional Documentation' upload button.