



THE OLYMPIC
> STUDIES
CENTRE

Research Grant Programmes

Reporting Guidelines for the
Olympic Studies Centre
Grant-Holders

30.05.2017

1. INTRODUCTION

This document is intended to help the Olympic Studies Centre (OSC)'s [PhD Students Research Grant Programme](#) and [Advanced Olympic Research Grant Programme](#) grant-holders to prepare their progress and final research reports.

The delivery and format of these reports are specified in the “Grant-Holder Research Project Agreement” and therefore constitute a contractual obligation.

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

2. PHD STUDENTS 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-holder faces 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:
 - an abstract (200 words maximum) and a list of key words;
 - an executive summary of the project research results;
 - a 30-50 page document (12,000 – 20,000 words) including the research project subject and objectives; the academic significance of the research project and its impact on the Olympic Movement; the methodology applied; the key information sources consulted for the research project; and the results and conclusion of the research project;
 - the annexes, including any additional information of interest for the research project.

- > Second document:
 - a [financial accounting report](#) for all funds provided by the OSC, including receipts for expenses exceeding USD 200.

2.4 GRANT-HOLDER 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 Research Grant Programme (and their NOC for category B grant-holders). 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 period	Progress report due date	Final report due date
June – July, over two years	1 st December (1 st year)	15 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.

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:

- an abstract (200 words maximum) and a list of key words;
- an executive summary of the research project results;
- a 20-30 page document (8,000 – 12,000 words) including the research project subject and objectives; the academic significance of the research project and its impact on the priority fields of research; the methodology applied; and the key information sources consulted for the research project;
- a detailed presentation of the results, conclusions and recommendations of the research project (6,000 – 8,000 words);

- the annexes, including any additional information of interest for the research project.
- > Second document:
 - a PowerPoint presentation summarising the key results of the research project.
- > Third document:
 - a [financial accounting report](#) for all funds provided by the OSC (including receipts for expenses exceeding USD 500).

3.4 GRANT-HOLDER 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 FINAL RESEARCH REPORT

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

Studies.centre_grants@olympic.org.

Download and complete the grant cover page and the financial accounting report templates available [here](#).