# Annual report of the [Name of Research Group]

[Date of report]

# Name and Committee role of person/s completing this report:

# What activities have you undertaken over the past 12 months? These may include, but not be limited to:

## RGS-IBG Annual International Conference

## Student outreach e.g. dissertation prizes, essay competitions, bursaries?

## Academic and publishing activities; research collaborations

## Events

## Grant funding, bursaries or other direct support offered

## Other support/networking activities

# Communications and online presence

[What kind of online presence does your research group maintain, and how have you communicated with members this year?]

# Finances and income generation

[Your annual report should be accompanied by your annual accounts. Please include a copy – please see [www.rgs.org/research/research-groups/resources-for-research-group-committees/](http://www.rgs.org/research/research-groups/resources-for-research-group-committees/) for example templates and guidance.

In what ways does your research group maintain and generate income? What plans do you have for any funds held on deposit?]

# Plans for the year ahead

[What plans do you have for the forthcoming year?]

# Committee membership

[Who served on your Committee this year? Were any new positions or responsibilities established?]

# Membership

[Have membership numbers been maintained? Who belongs to your group (academics, students, professionals, other?) Do you have links to any other organisations?]

# Other

[Anything else you wish to add.]