

# Introduction to the 2022 Annual Report

A guide to the form and  
information collected

# What is the member network Annual Report?

The Annual Report is a **report on the activities of your committee** during the past year. In line with the [rules for member networks](#), all member networks are asked to submit an Annual Report to the Networks Team each year.

The RSC has over 130 volunteer-led member networks (Local Sections, Interest Groups and Division Regions). Each year the RSC provides over **£300,000 in grants** across our member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes. The Annual Report enables us to **measure and quantify this reach and impact**, in line with our legal obligation to report how we use charitable funds, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities. We also use the information you provide to **identify common challenges** so that we can develop bespoke training and resources for you and your committee.

With so many committees, it is essential for us to standardise the reporting process. The Annual Report form has been designed to be easy to complete, while also streamlining the collection and collation of the information you provide.

This form has five parts:

- [Committee information](#) – Information about past meetings and your **current** committee members
- [2022 Events](#) – Information about planned events in 2022, including those postponed or cancelled due to Covid-19
- [Community support](#) – Information about how you have supported your community
- [Member recognition](#) – Information about everything from formal prizes to informal thank yous
- [Future events](#) – Let us know about any events you are planning for 2023 and beyond

This guide has been created to help you complete the form.

# What's new on the 2022 form?

We've fixed the bugs and made a few aesthetic changes from the 2021 form, hopefully these will make the form easier to complete. We've also added a few new questions:

- **Looking back at 2022 ([Checklist](#))**  
Rather than a “highlight”, we’re asking for specific outcomes, feedback or case studies that can demonstrate the impact of your activities.
- **Proportion of members in your audience ([2022 Events](#))**  
We want to know the approximate makeup of your audience in terms of members and non-members to help us identify the value of our member networks – this information will inform our membership retention and recruitment strategy.
- **Subject Communities ([2022 Events](#))**  
With the introduction of the RSC Subject Communities in July 2022, we want to know which communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience. Your answers here will be shared with the new Subject Community Councils and will inform how we collect this data in the 2023 form.
- **New types of [Community support](#)**  
Several committees shared poster and speaker prizes they had sponsored at local events in this section. We have added Bursary and Prize as options for you to report prizes the committee has paid for or sponsored – a prize managed by the committee should be reported in the [Member recognition](#) section.

# Frequently Asked Questions

## I don't have Excel, how do I open or edit the form?

The form can be opened and edited using OpenOffice or LibreOffice. Both work well on Windows, Linux or Mac devices and are available for free. You can set up a free OneDrive account and use and edit the form using the web-browser access. This also works on a Mac and on an iPad using the free app in the App Store (the Excel app is not free for an iPad larger than 10.1”).

Apple Numbers will work but it automatically converts the form into a Numbers file, thereby removing all protections and affecting the formatting, so the form will look different from the screenshots in this guide. You will also need to export the file to the .xls/.xlsx format.

## We have no events to report

That's ok! In fact, 27 committees reported no events in 2021. Please complete the [Committee information](#) section and return the report. You can also include comments and feedback to us in the form or [via email](#) if you think there are ways we can help your committee.

## I've found a bug!

Please email [networks@rsc.org](mailto:networks@rsc.org) and we can fix and send back to you, update the master downloadable file on the website and share the update with other network committees.

## Why do we need to do this?

The Annual Report enables us to measure and quantify the reach and impact of our member networks, in line with **our legal obligation to report how we use charitable funds**. As such, under the [rules for member networks](#), we **require a report from all member network committees each year** before we can release your committee's annual grant.



# Cover page

What will you see when  
you open the 2022 Annual  
Report form?

The first page is the **Cover page**. This outlines the justification for and structure of the form – each part is a different page in the spreadsheet

# Member Networks Annual Report 2022

## What is the Annual Report?

The Annual Report is a **report on the activities of the network** during the past year. In line with the rules for member networks, all member networks are asked to submit an Annual Report to the Networks team each year.

## Why do we need the Annual Report?

There are over 130 volunteer-led RSC member networks (Local Sections, Interest Groups and Division Regions). The Annual Report enables us to **measure and quantify the reach and impact** of these member networks.

## What do we do with the information?

We use the information you provide to identify common challenges so that we can **develop bespoke training and resources** for you and your committee.

## Why are we asking you to complete this form?

With so many networks, it is essential for us to standardise the reporting process. This form has been designed to be easy to complete, while also streamlining the collection and collation of the information you provide.

This form has five parts:

- **Committee information**

Information about past meetings and your current committee members

- **2022 Events**

Information about planned events in 2022, including those postponed or cancelled due to Covid-19

- **Community support**

Information about how you have supported your community, e.g. through grants or bursaries, or by sponsoring grass-roots events, etc.

- **Member recognition**

Information about everything from formal prizes to informal thank yous

- **Events planned for 2023 and beyond**

Let us know about any future events you are planning

[Please use this checklist to ensure that each section has been completed.](#)

Please complete this form by **Friday 27 January 2023**.

You can navigate the form by clicking on the relevant **links** or clicking on the appropriate **tab** at the bottom – just like any other spreadsheet



ROYAL SOCIETY  
OF CHEMISTRY

# Checklist

The **Checklist** page is to help you track your progress in the 2022 Annual Report



The **Checklist** page will update as you fill in the form – remember to go over it before **submitting your report.**

You can click on the links to go to the relevant section to provide additional information.

Please remember to include the name of your network – this will help us connect exported data with the correct committee!

### Annual Report 2022 - Checklist

Which committee are you completing the report for?

|                |                      |                 |
|----------------|----------------------|-----------------|
| Member network | <input type="text"/> | Please complete |
| Network type   | <input type="text"/> | Please complete |

Committee information

[Add information about your current committee members and 2022 meetings on the Committee page](#)

|                           |  |
|---------------------------|--|
| <a href="#">Chair</a>     | Please provide details for the Chair     |
| <a href="#">Secretary</a> | Please provide details for the Secretary |
| <a href="#">Treasurer</a> | Please provide details for the Treasurer |

You have provided information for 0 ordinary committee members  
You have provided information for 0 committee meetings

**2022 Events**

You have provided partial information for 0 2022 events  
You have provided complete information for 0 events in 2022

Click on the event number to edit or complete the corresponding entry on the **2022 Events** tab.  
These rows will update to "Complete" when you have provided all of the necessary event information.

|                          |                         |
|--------------------------|-------------------------|
| <a href="#">Event 1</a>  | No information provided |
| <a href="#">Event 2</a>  | No information provided |
| <a href="#">Event 3</a>  | No information provided |
| <a href="#">Event 4</a>  | No information provided |
| <a href="#">Event 5</a>  | No information provided |
| <a href="#">Event 6</a>  | No information provided |
| <a href="#">Event 7</a>  | No information provided |
| <a href="#">Event 8</a>  | No information provided |
| <a href="#">Event 9</a>  | No information provided |
| <a href="#">Event 10</a> | No information provided |
| <a href="#">Event 11</a> | No information provided |

Cover page Checklist Committee 2022 Events Community support Member recognition Future Events

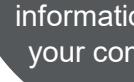
The parts we need you to complete will be highlighted with **bold red text**



# Committee

What information are we  
asking for on the  
**Committee** page?

If a committee member is not a member (i.e., they are a co-opted member, or they are a member of the partner learned society for a joint Interest Group) then please provide an email address.



Please use the space provided if you want to add any additional information about your committee

| Role<br>(e.g. PhD rep, OCM) | Full name | Membership<br>number | Term of Office<br>(e.g. 2018 - 2022) |
|-----------------------------|-----------|----------------------|--------------------------------------|
| Chair                       | Fiona     | 123456               | 2020-2024                            |
| Secretary                   | Aurora    | 234567               | 2018-2022                            |
| Treasurer                   | Debbie    | 345678               | 2019-2023                            |
| Industry representative     | Sheena    | 111111               | 2018-2022                            |
|                             | Magda     | 222222               | 2020-2024                            |
|                             |           |                      |                                      |
|                             |           |                      |                                      |
|                             |           |                      |                                      |

The **Checklist** page will update as you enter information on the **Committee** page

**Committee information**

[Add information about your current committee members and 2021 meetings on the Committee page](#)

[Chair](#) Fiona  
[Secretary](#) Aurora  
[Treasurer](#) Debbie

You have provided information for 2 ordinary committee members  
 You have provided information for 1 committee meetings

|           | Date       | Venue/ platform |
|-----------|------------|-----------------|
| Meeting 1 | 01/01/2022 | Zoom            |
| Meeting 2 |            |                 |
| Meeting 3 |            |                 |

# 2022 Events

How to complete the  
**2022 Events** page



The 2022 Events page is for **all events your committee planned for 2022** – including those cancelled or postponed due to the pandemic.

If you sponsored or supported an event, this goes in the [Community support](#) section.

This section is for all events planned or hosted by the committee during 2022. Please provide information for all of your events, including those postponed or cancelled due to Covid-19. The questions are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable".  
Please include events sponsored by the committee on the *Community support* page.

Event 1  
Once complete, scroll down to add your next event

### Event Information

|   |                      |
|---|----------------------|
| Event name  | <input type="text"/> |
| Venue / Platform  | <input type="text"/> |
| Event organiser   | <input type="text"/> |
| Were your plans affected by Covid-19?   | <input type="text"/> |
| Was this event held more than once or as part of a series?<br>Use this if you would like to report repeated events as one entry | <input type="text"/> |
| Start date  | <input type="text"/> |
| End date  | <input type="text"/> |
| Event type  | <input type="text"/> |
| Secondary event type (optional)   | <input type="text"/> |
| Audience type   | <input type="text"/> |
| Secondary audience type (optional)  | <input type="text"/> |
| Number of attendees (approx.)   | <input type="text"/> |
| Number or proportion of RSC members in your audience (approx.)  | <input type="text"/> |

### Which subject community would this event fall under?

Please let us know which of the new subject community/ communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience.

- ☐ Analytical Community
- ☐ Chemical Biology Community
- ☐ Education Community
- ☐ Environmental, Sustainability & Energy Community
- ☐ Inorganic Community
- ☐ Materials Chemistry Community
- ☐ Organic Community

Incomplete

Information needed  
Information needed  
Information needed

Information needed

Information needed

Information needed  
Information needed

Information needed  
Optional

Information needed  
Optional

Information needed  
Information needed

Information needed

### Supporting information

#### Why do we need the Annual Report?

Each year the RSC provides over £300,000 in grants across our volunteer-led member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes. The Annual Report enables us to measure and quantify this reach and impact, in line with our legal obligation to report how we use charitable funds, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities.

Please capture **all events planned and organised by the committee** here and events sponsored by the committee on the *Community support* page.

[Add sponsorship information in the Community Support section](#)

We ask for information about your event and target audience to **identify gaps** in our offering to our members and the broader community, and common themes where we can improve the support and resources for our member network committees. We also want to know the approximate makeup of your audience in terms of members and non-members to help us identify the value of our member networks – this information will inform our membership retention and recruitment strategy.

From July 2022 the RSC Divisions will become RSC Communities. These new subject communities will bring together people from different Interest Groups, career stages, sectors, and disciplines to support collaboration and innovation.

We will share the subject information provided here with the new Subject Community Councils and use it to better enable valuable connections between member networks and subject communities.

The **Supporting information** provides background and context for the questions. Here you'll also find links to the [contract review process](#), our [risk assessment](#) and [safeguarding policies](#), and [inclusion & diversity resources](#).

This section is for all events planned or hosted by the committee during 2022. Please provide information for all of your events, including those postponed or cancelled due to Covid-19. The questions are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable".  
Please include events sponsored by the committee on the *Community support* page.

Event 1  
Once complete, scroll down to add your next event

### Event Information

|   |                      |
|---|----------------------|
| Event name  | <input type="text"/> |
| Venue / Platform  | <input type="text"/> |
| Event organiser   | <input type="text"/> |
| Were your plans affected by Covid-19?   | <input type="text"/> |
| Was this event held more than once or as part of a series?<br>Use this if you would like to report repeated events as one entry | <input type="text"/> |
| Start date  | <input type="text"/> |
| End date  | <input type="text"/> |
| Event type  | <input type="text"/> |
| Secondary event type (optional)   | <input type="text"/> |
| Audience type   | <input type="text"/> |
| Secondary audience type (optional)  | <input type="text"/> |
| Number of attendees (approx.)   | <input type="text"/> |
| Number or proportion of RSC members in your audience (approx.)  | <input type="text"/> |

### Which subject community would this event fall under?

Please let us know which of the new subject community/ communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience.

- ☐ Analytical Community
- ☐ Chemical Biology Community
- ☐ Education Community
- ☐ Environmental, Sustainability & Energy Community
- ☐ Inorganic Community
- ☐ Materials Chemistry Community
- ☐ Organic Community

Incomplete

Information needed  
Information needed  
Information needed

Information needed

Information needed

Information needed  
Information needed

Information needed  
Optional

Information needed  
Optional

Information needed  
Information needed

Information needed

### Supporting information

#### Why do we need the Annual Report?

Each year the RSC provides over £300,000 in grants across our volunteer-led member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes. The Annual Report enables us to measure and quantify this reach and impact, in line with our legal obligation to report how we use charitable funds, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities.

Please capture **all events planned and organised by the committee** here and events sponsored by the committee on the *Community support* page.

[Add sponsorship information in the Community Support section](#)

We ask for information about your event and target audience to **identify gaps** in our offering to our members and the broader community, and common themes where we can improve the support and resources for our member network committees. We also want to know the approximate makeup of your audience in terms of members and non-members to help us identify the value of our member networks – this information will inform our membership retention and recruitment strategy.

From July 2022 the RSC Divisions will become RSC Communities. These new subject communities will bring together people from different Interest Groups, career stages, sectors, and disciplines to support collaboration and innovation.

We will share the subject information provided here with the new Subject Community Councils and use it to better enable valuable connections between

As you fill in information for your event “**Information needed**” will disappear. Once you’ve provided the necessary information, the event will be marked as “**Complete**”. If the questions are not relevant to your event, that’s ok! You can answer “NA”.

This section is for all events planned or hosted by the committee during 2022. Please provide information for all of your events, including those postponed or cancelled due to Covid-19. The questions are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable". Please include events sponsored by the committee on the *Community support* page.

Event 1  
Once complete, scroll down to add your next event

### Event Information

Event name  
Venue / Platform  
Event organiser

|                  |
|------------------|
| Event 1          |
| Burlington House |
| Me               |

Were your plans affected by Covid-19?

|  |
|--|
|  |
|--|

Was this event held more than once or as part of a series?  
Use this if you would like to report repeated events as one entry

|  |
|--|
|  |
|  |

Start date  
End date

|  |
|--|
|  |
|  |

Event type  
Secondary event type (optional)

|  |
|--|
|  |
|  |

Audience type  
Secondary audience type (optional)

|  |
|--|
|  |
|  |

Number of attendees (approx.)  
Number or proportion of RSC members in your audience (approx.)

|  |
|--|
|  |
|  |

Which subject community would this event fall under?  
Please let us know which of the new subject community/ communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience.

|   |
|---|
| <input type="checkbox"/> Analytical Community                             |
| <input type="checkbox"/> Chemical Biology Community                       |
| <input type="checkbox"/> Education Community                              |
| <input type="checkbox"/> Environmental, Sustainability & Energy Community |
| <input type="checkbox"/> Inorganic Community                              |
| <input type="checkbox"/> Materials Chemistry Community                    |
| <input type="checkbox"/> Organic Community                                |
| <input type="checkbox"/> Physical Community                               |

Incomplete

Information needed

Information needed

Information needed

Information needed

Information needed

Optional

Information needed

Optional

Information needed

Information needed

Information needed

### Supporting information

#### Why do we need the Annual Report?

Each year the RSC provides **over £300,000** in grants across our volunteer-led member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes. The Annual Report enables us to measure and quantify this reach and impact, in line with our **legal obligation to report how we use charitable funds**, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities.

Please capture **all events planned and organised by the committee** here and events sponsored by the committee on the *Community support* page.

[Add sponsorship information in the Community Support section](#)

We ask for information about your event and target audience to **identify gaps** in our offering to our members and the broader community, and common themes where we can improve the support and resources for our member network committees. We also want to know the approximate makeup of your audience in terms of members and non-members to help us identify the value of our member networks – this information will inform our membership retention and recruitment strategy.

From July 2022 the RSC Divisions will become RSC Communities. These new subject communities will bring together people from different Interest Groups, career stages, sectors, and disciplines to support collaboration and innovation.

We will share the subject information provided here with the new Subject Community Councils and use it to better enable valuable connections between member networks and subject communities.

# RSC Subject Communities

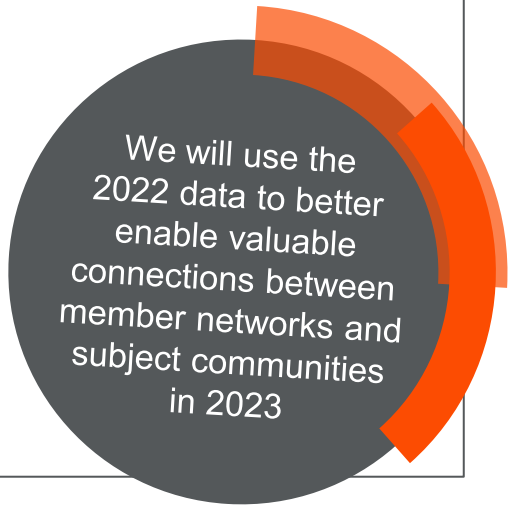
From July 2022 the RSC Divisions will become RSC Subject Communities. We want to know which of the new subject communities you believe your event would align with.

For 2022 we want you to tell us the relevant subject communities for your event, or let us know if your event is cross-cutting and multidisciplinary or if it would appeal to a general audience. We will collate and share this information with the new Subject Community Councils. The analysis will also inform how we collect this information in 2023.

## Which subject community would this event fall under?

Please let us know which of the new subject community/ communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience.

- ☐ Analytical Community
- ☐ Chemical Biology Community
- ☐ Education Community
- ☐ Environmental, Sustainability & Energy Community
- ☐ Inorganic Community
- ☐ Materials Chemistry Community
- ☐ Organic Community
- ☐ Physical Community
- ☐ Cross-cutting
- ☐ General



We will use the 2022 data to better enable valuable connections between member networks and subject communities in 2023



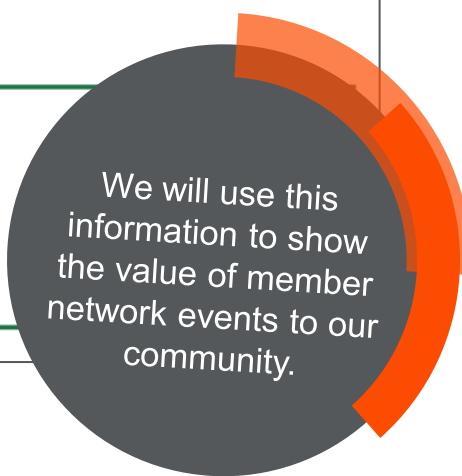
# What to include as **Additional information**

We would love to see any **quantitative or qualitative information** you have to demonstrate the impact of your event or activity. This might include general data such as top level statistics from feedback surveys, or something more specific such as quotes from attendees or collaborations that resulted from the event.

You can also share links to surveys, social media posts, blog articles, etc., here.

## **Additional information**

If you would like to provide additional information about your event (e.g. statistics or quotes from feedback surveys, outcomes from the event, links to social media posts or blog article, etc.), please include it here.



We will use this information to show the value of member network events to our community.

# What are we asking in **Finance & Legal**?

We are checking to make sure that all events have been through the appropriate financial and legal review processes.

Any event with a **budget over £15,000** requires MCB approval. All contracts must be reviewed by the RSC Legal Team and signed by a member of staff – committee members **must not** sign contracts or agreements.

| Finance & Legal  |                                      |
|--|--------------------------------------|
| What was the approx. projected budget for this event?                    | <input type="text"/>                 |
| Was this event free or did you charge for registration/ tickets?         | <input type="text"/>                 |
| Did you have any contracts associated with this event?                   | <input type="text"/>                 |
| Was the contract reviewed by the RSC Legal team?                         | <input checked="" type="radio"/> Yes |
|  | <input type="radio"/> No             |
| Did your committee offer any grants or financial support for this event? | <input type="text"/>                 |
| Did you collaborate or seek sponsorship for this event?                  | <input type="text"/>                 |
|  | <input type="text"/>                 |

If you answer "No" to the follow up question about contracts we will contact you after receiving your report

# What are we asking in Health & Safety?

We are checking that all hazards and risks have been assessed for member network events; **this is a legal requirement.**

All events must comply with [our risk assessment policy](#). An online event without children does not require a blue, green or red risk assessment, however **all** events with children (physical or online) require a risk assessment. Any event with children must comply with our [safeguarding policies](#) (in line with rule 8.3 of the [member network rules](#)).

| Health and Safety  |                              |
|--|------------------------------|
| Which Risk Assessment was completed for this event?<br><a href="#">Did you submit a declaration form for your red risk assessment?</a> | <div>Red</div> <div>No</div> |
| Did your audience include children?<br><a href="#">Did your event comply with Rule 8.3 of the member network rules?</a>                | <div>Yes</div> <div>No</div> |
| Please provide any relevant additional health & safety information for your event  |                              |

If you answer "No" to either follow up question we will contact you after receiving your report

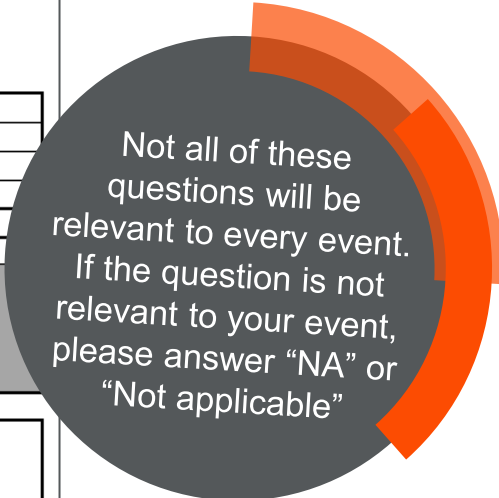
# What are we asking in Inclusion & Diversity?

We have a responsibility to **promote inclusivity and accessibility in all of our activities** in order to improve diversity. There must be a diverse team of individuals in the organisation of any event managed or supported by RSC member networks to provide balance in decision-making and reduce risk of bias.

We define diversity broadly, including sex, gender, race, career path and stage, communication style, education, experience, first language, geography, job sector and socioeconomic status. We set targets rather than quotas across our activities and we reach such targets through **positive action rather than positive discrimination**.

Our Global Inclusion Team have created [resources for promoting inclusion and diversity](#) and can support and advise your committee on collecting information on the diversity of your speakers and delegates, where relevant.

| Inclusion & Diversity   |  |
|---|--|
| <b>Please provide any diversity information you have about</b>  |  |
| the event organisers  |  |
| the session chairs  |  |
| the speakers  |  |
| the audience  |  |
| <b>Did you encounter any particular barriers to holding an inclusive event?</b>   |  |
|   |  |
| <b>Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)</b> |  |



Not all of these questions will be relevant to every event. If the question is not relevant to your event, please answer "NA" or "Not applicable"



## Event 1

Once complete, scroll down to add your next event

### Event Information

Event name

Venue / Platform

Event organiser

Were your plans affected by Covid-19?

Event 1

Burlington House

Me

Incomplete

Information needed

### 2022 Events

You have provided partial information for 1 2022 events

You have provided complete information for 0 events in 2022

Click on the event number to edit or complete the corresponding entry on the **2022 Events** tab.  
These rows will update to "Complete" when you have provided all of the necessary event information.

[Event 1](#)

**Event 1 - Information still needed**

[Event 2](#)

No information provided

[Event 3](#)

No information provided

[Event 4](#)

No information provided

The **Checklist**  
will update as  
you enter  
information for  
your events

### 2022 Events

You have provided partial information for 0 2022 events

You have provided complete information for 1 events in 2022

Click on the event number to edit or complete the corresponding entry on the **2022 Events** tab.  
These rows will update to "Complete" when you have provided all of the necessary event information.

[Event 1](#)

Event 1 - Complete

[Event 2](#)

No information provided

[Event 3](#)

No information provided

[Event 4](#)

No information provided

[Event 5](#)

No information provided

[Event 6](#)

No information provided

**Event 1**  
Once complete, scroll down to add your next event

**Event Information**

|                  |                  |
|------------------|------------------|
| Event name       | Event 1          |
| Venue / Platform | Burlington House |
| Event organiser  | Me               |

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Were your plans affected by Covid-19? | Postponed, see Future Events for info |
|---------------------------------------|---------------------------------------|

|   |  |
|---|--|
| Was this event held more than once or as part of a series?<br>Use this if you would like to report repeated events as one entry |  |
|---|--|

|            |  |
|------------|--|
| Start date |  |
| End date   |  |

|                                 |  |
|---------------------------------|--|
| Event type                      |  |
| Secondary event type (optional) |  |

|                                    |  |
|------------------------------------|--|
| Audience type                      |  |
| Secondary audience type (optional) |  |

|  |  |
|--|--|
| Number of attendees (approx.)                                  |  |
| Number or proportion of RSC members in your audience (approx.) |  |

|  |  |
|--|--|
| <b>Which subject community would this event fall under?</b><br>Please let us know which of the new subject community/ communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience. | <input type="checkbox"/> Analytical Community<br><input type="checkbox"/> Chemical Biology Community<br><input type="checkbox"/> Education Community<br><input type="checkbox"/> Environmental, Sustainability & Energy Community<br><input type="checkbox"/> Inorganic Community<br><input type="checkbox"/> Materials Chemistry Community<br><input type="checkbox"/> Organic Community<br><input type="checkbox"/> Physical Community<br><input type="checkbox"/> Cross-cutting<br><input type="checkbox"/> General |
|--|--|

**Additional information**

If you would like to provide additional information about your event (e.g. statistics or quotes from feedback surveys, outcomes from the event, links to social media posts or blog article, etc.), please include it here.

Complete

For events postponed due to the pandemic we won't ask for any more information – the event will be marked as **“Complete”** here and on the **Checklist**.

If you have information to provide, you can include it in the [Future Events](#) section.

## Event 1

Once complete, scroll down to add your next event

Incomplete

### Event Information

Event name  
Venue / Platform  
Event organizer

Event 1  
Burlington House  
Me

Were your plans affected by Covid-19?

Cancelled

Was this event held more than once or as part of a series?  
Use this if you would like to report repeated events as one entry

Start date  
End date

Event type  
Secondary event type (optional)

Audience type  
Secondary audience type (optional)

Number of attendees (approx.)  
Number or proportion of RSC members in your audience (approx.)

Which subject community would this event fall under?  
Please let us know which of the new subject community/ communities you believe your event would align with, or if your event is a cross-cutting multidisciplinary activity or would appeal to a general audience.

- ☐ Analytical Community
- ☐ Chemical Biology Community
- ☐ Education Community
- ☐ Environmental, Sustainability & Energy Community
- ☐ Inorganic Community
- ☐ Materials Chemistry Community
- ☐ Organic Community
- ☐ Physical Community
- ☐ Cross-cutting
- ☐ General

### Additional information

If you would like to provide additional information about your event (e.g. statistics or quotes from feedback surveys, outcomes from the event, links to social media posts or blog article, etc.), please include it here.

### Finance & Legal

What was the approx. projected budget for this event?  
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Information needed

Information needed

For events cancelled due to the pandemic we will still need to know the budget and if there were any contracts associated with the event.

Our Legal Team will negotiate cancellation fees when reviewing a contract.



ROYAL SOCIETY  
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# Community support

How to complete the  
**Community support** page



Use the **Community support** section to capture the different ways to you have supported your community – through grants, sponsoring or supporting grass-roots events, or some other mechanism.

Please use this page to tell us about any examples of how you have supported your community, through grants, bursaries, sponsoring grass-roots events, etc.

Community support 1 - Once complete, scroll down to add another example

What type of support or assistance did your committee offer?

Bursary  
Educational Grant  
Event grant  
Prize  
School Grant  
Sponsorship  
Travel Grant  
Other

Select the type of support your committee offered and answer the questions that appear.

What type of support or assistance did your committee offer?

Travel Grant

What was the value of the grant?

Who was this grant for?

What was this funding to support?

Please can you provide the following information:

No. applicants

No. grants awarded

What type of support or assistance did your committee offer?

Please specify what type of support you offered

Other

How much funding did you provide, if any?

Who was this support aimed at?

What was this support for?

If this was a competitive process, please can you provide the following information:

No. applicants

No. awarded

What type of support or assistance did your committee offer?

Travel Grant

What was the value of the grant?

Who was this grant for?

What was this funding to support?

Please can you provide the following information:

No. applicants

No. grants awarded

### Community support

[Add information about the different support mechanisms your committee offered on the Community Support page](#)

Your committee awarded 2 grants in 2021

Your committee sponsored 2 events in 2021

Your committee supported your community in 1 other ways in 2021

The **Checklist** will automatically update as you enter information on the **Community support** page

What type of support or assistance did your committee offer?

Other

Please specify what type of support you offered

How much funding did you provide, if any?

Who was this support aimed at?

What was this support for?

If this was a competitive process, please can you provide the following information:

No. applicants

No. awarded



# Member recognition

How to complete the  
**Member recognition** page

The **Member recognition** page is to record the ways that you have recognised, appreciated or celebrated the contributions and achievements of your members.

This page works just like the **Community support** page – choose the type of recognition you offered and the questions will appear.

Please use this page to provide information about any examples of how you recognised or celebrated your members - anything from formal prizes and awards to informal thank yous

[Read the outcomes of our recent review of the RSC Prizes and Awards at rsc.li/re-thinking-recognition](https://rsc.li/re-thinking-recognition)

Member Recognition 1 - Complete the information below and scroll down to add another example

What type of recognition did your committee offer?

Academic prize  
Award  
Certificate  
Lectureship  
Long service award (e.g. commemorative plate)  
Medal  
Member award (e.g. gold badge)  
Oral presentation prize



**What type of recognition did your committee offer?**

If this is a named award, please provide the name here

Oral presentation prize

What was this awarded for?

Who was this aimed at?

No. awarded in 2022

No. applicants in 2022

How was this received?

Will you do this again?

Please supply any additional information or comments here

## Member Recognition

[Add information about how your committee recognised your members on the Member Recognition page](#)

You recognised your members with 2 prizes and awards in 2022

You celebrated your members through 1 alternative recognition mechanisms in 2022

The **Checklist**  
will automatically  
update as you enter  
information on the  
**Member recognition**  
page

**What type of recognition did your committee offer?**

What type of award did you offer?

Long service award (e.g. commemorative plate)

How did you present this award?

How many did you award?

How was this received?

Will you do this again?

Please supply any additional information or comments here



# Future events

How to complete the  
**Future Events** page

Please provide any information you have for your upcoming event.

If you enter an expected budget  $\geq$ £15,000 or indicate that you expect a contract for your event the response will be highlighted in red – please **contact the Networks Team** as soon as possible so that we can ensure your event goes through the appropriate review process.

Please use this page to provide whatever information you have about any events your committee are planning from 1 January 2023. Please include events postponed due to the Covid-19 pandemic.

Future Event 1 - Complete the information below and scroll down to add another example

|   |   |
|---|---|
| Event name  | Conference  |
| Venue / Platform  | Burlington House/ Zoom  |
| Event organiser   | Me  |
| Start date  | 01/01/2023  |
| End date  | 01/02/2023  |
| Has this event come about because of or been affected by Covid-19?  | Online or hybrid version of traditional physical event  |
| Comments (optional)   | This will be our first hybrid conference  |
| What will this event be? Please select the most relevant option.  | Scientific Meeting or Conference  |
| Who is this event for? Please select the most relevant option.  | RSC Members   |
| Will your event be targeted towards children?   | No  |
| No. expected attendees (approx.)  | 50  |
| Comments (optional)   | We have limited the physical event to 50 participants, we hope to see many more online!   |
| What is the expected budget for this event?   | £ 15,000.00   |
| Will there be any contracts associated with this event?   | Yes   |
| <a href="#">If your answer to either of these questions appears as red text, please contact the Networks Team for guidance</a>                                      |   |
| Please provide any additional information about the steps you plan to take to host an inclusive event (e.g. accessible venue, travel grants, BSL interpreter, etc.) | Online event will be accessible to all and will have closed captions. Venue has hearing loop and can cater for many dietary issues. |

Future Events

[Add information about any upcoming events your committee is planning on the F](#)

You have provided information for 2 future events

As you enter information about your future events the Checklist will update



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# Final steps

What should you do before  
you submit your report?



# Review your progress

Share the form with your committee and use the **Checklist** to make sure you've added everything – you can click on the links to go to the relevant section and check.



# Looking back at 2022...

Consider what aspect of 2022 you would like to highlight as a success or learning experience and let us know – sometimes this can be the most valuable part of the report!

When you're ready, "sign" and date the report and submit it by **Friday 27 January 2023**.

**Looking back**  

Please describe any outcomes or feedback from your activities in 2022 that help to describe the overall impact you are having:

**Please complete**

Please type your name to confirm that the information is correct

|                 |             |                        |
|-----------------|-------------|------------------------|
| Submitted by:   | <div></div> | <b>Please complete</b> |
| Date submitted: | <div></div> | <b>Please complete</b> |



If you have any questions or comments please share them with the [Networks Team](#)

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