

## Arts Scholarships Report instructions

### Annual progress report

A progress report is required at the end of years one and two, to be submitted no later than one month after the end of the grant year. The progress report must cover the 12-month period from September to August (inclusive) and must provide the following information:

1. For each strand of bursaries: (in no more than 500 words) the names of those funded, the amount awarded to each of these and a brief summary of their progress.
2. For each strand of innovative teaching activity: (in no more than 500 words) the names of those funded, the amount awarded to each of these and a brief evaluation of the success or otherwise of the teaching activity from the perspective of the grant holding organisation.
3. A statement of expenditure: this should show the amount spent in the grant year for each item awarded, together with sufficient information on each item to enable the expenditure to be verified.

### Final report

A final report (to be submitted no later than two months after the grant comes to an end): this should consist of two parts for each strand of bursaries or innovative teaching activity:

1. A **summary of the strand of funding** and its outcomes. This should be no more than 500 words describing the original objectives of the bursaries and/or innovative teaching, an assessment of the extent to which these aims have been achieved, and the methods used by the grant-holding organisation for evaluating the success of the funding strand.
2. A **more detailed account**, in no more than 2000 words. This should include:
  - i. For the final year of the grant, the names of those funded, the amount awarded to each of these and a brief summary of their progress
  - ii. Any problems encountered, changes to the activities funded, or unexpected outcomes over the life of the grant
  - iii. An evaluation of the success of each strand of funding, details of the methods used for evaluating these, and brief details of the achievements of and perceived benefits to those in receipt of Leverhulme Arts Scholarships
  - iv. A final statement of expenditure showing the total expenditure for the three years of the grant

## Using the Leverhulme Grants Management System

- Progress reports should be uploaded by the grant holder to the Leverhulme Grants Management System that you used to apply for an grant.
- Go to <https://grants.leverhulme.ac.uk/Login.aspx> and log in to your account.
- If you have forgotten your password a replacement password will be issued by email if you can provide your email address and the answer to your security question. This is a temporary password and will only be valid for 24 hours. You will then be asked to reset your password the next time you log in.
- From the home screen select My Grants. You will be able to view all active, complete and closed grants. Progress reports can only be uploaded for any active or complete (i.e. the formal end date has passed) grants. Once a grant's status is closed, you will still be able to upload published outcomes for this.
- Click on the title of the grant for which you wish to upload a progress report.
- Click on Progress Reports on the left-hand menu or on the grey Reports button at the top right-hand side of the screen.
- You will then see a table which shows the schedule for all the reports for the grant. Once a report is at either the Required or Requested status, you will be able to upload it. Any reports you have previously submitted to the Trust can also be viewed from this screen.
- Click Upload to provide your report. Use the Browse button to select the file you wish to upload. You can either upload a Word or PDF file but this should not exceed 2MB (If the report does exceed this limit an error message will appear). Click Upload and this will submit the file to the Trust.
- When the Trust has processed your report you will receive an email acknowledgement of thanks or notification informing you that the report requires amendments: you will then have the opportunity to upload a revised version.
- Please note that you cannot overwrite a report once it has been submitted.