

## Early Career Fellowships Report instructions

The Fellow is required to produce an annual progress report at the end of each grant year and a final report at the end of the Fellowship. Please submit reports online using the Leverhulme Grants Management System. Full instructions are provided below.

### Annual report

Your annual report must be submitted within one month after the anniversary of your grant start date. Please include the following points in your report:

#### 1. Summary of research: 500 words maximum in non-technical language

A summary assessing the progress of your research to date (compared to your original proposal), describing any conclusions reached and detailing any changes in objectives, procedures and timetable for the research.

If you have encountered any obstacles, intellectual or practical, how serious have these been, and how have you tried to overcome them?

#### 2. Future research

Give an outline (about 500 words) of your research plans for the coming year and provide details (or ask your Head of Department to do so) of the teaching you will be undertaking over the next 12 months.

#### 3. Output

List any publications in print or preparation, and details of any other sort of dissemination of the results of the research, which has either taken place or is planned, e.g. lectures, seminars. Copies of publications arising from the research, containing a suitable acknowledgement of Leverhulme support, should be uploaded on the Leverhulme Grants Management System – please see the instructions at the end of this document. Monographs should be sent to the Trust by post.

#### 4. Activities

Details of any awards or prizes received, involvement in conferences, working groups, learned societies etc. related to your project. List activities, such as teaching and examining, that you have participated in at your place of tenure, giving details of how much of your time has been spent on these.

## 5. Other matters

Any other matters you would like to draw to the attention of the Research Awards Advisory Committee, including any unexpected outcomes of your research so far, whether positive or negative.

## 6. Research expenditure

Please provide a short, accurate breakdown of the expenses you have claimed from the Trust in the last year using the original budget headings and detailing any changes to the original budget. Where applicable, please include confirmation that costs are in accordance with Trust rules, e.g. maximum daily accommodation/subsistence allowance. Receipts are not required. If you have a balance in hand this can be carried over to the next year, but please state this clearly in your report.

## 7. Head of department's endorsement

Please note that your Head of Department's endorsement is required. After reading your report (s)he should sign and date it, and add a short paragraph commenting on what you have achieved in the last year.

## Final report

Your final report must be submitted within two months after the end of the Fellowship. Please include the following points:

### 1. Summary of research: 500 words maximum in non-technical language

- The aims and objectives of the project
- Broad findings or conclusions
- Type and number of publications or other outputs resulting
- An evaluation of the strengths and weakness of the research
- List up to five of the most important research conclusions you have reached during the Fellowship.
- If you encountered any obstacles, intellectual or practical, in carrying out your research, how did you try to overcome these? Was it necessary to make changes to objectives, procedures, locations or the timetable?

### 2. Output

List any books or articles you have had accepted for publication as a result of this work, and any contracts or schedules for other work. Please give provisional or definite date/s of publication. Copies of publications arising from the research, containing a suitable acknowledgement of Leverhulme support, should be uploaded on the Leverhulme Grants Management System – please see the instructions at the end of this document. Monographs should be sent to the Trust by post. Give details of any other way in which the results of the research has been or will be disseminated, e.g. lectures, seminars, exhibitions.

### 3. Activities

Give details of any awards or prizes received, involvement in conferences, working groups, learned societies or associations etc. related to this research.

List any activities, such as teaching and examining, that you have participated in at your place of tenure, and give details of how much of your time has been spent on these.

Describe what you feel you have contributed to the department and institution as a whole during your grant.

### 4. Future plans

Give details of your plans following the completion of your Fellowship, including information about any awards offered or applications made to continue your research.

### 5. Research expenditure

Please provide a short, accurate breakdown of the expenses you have claimed from the Trust in the last year using the original budget headings and detailing any changes to the original budget. Where applicable, please include confirmation that costs are in accordance with Trust rules, eg. maximum daily accommodation/subsistence allowance. Receipts are not required. If you have a balance in hand this must be returned to the Trust.

### 6. Other matters

Any other matters the grant holder wishes to draw to the attention of the Research Awards Advisory Committee, including any unexpected outcomes of the research, whether positive or negative.

### 7. Head of department's endorsement

Please note that your Head of Department's endorsement is required. After reading your report (s)he should sign and date it, and add a short paragraph commenting on what you have achieved in the last year.

## Using the Leverhulme Grants Management System

- Progress reports and publications should be uploaded by the grant holder via the Leverhulme Grants Management System that you used to apply for an grant.
- Go to <https://grants.leverhulme.ac.uk/Login.aspx> and log into 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 or publication.

### Progress Reports

- 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 progress reports for the grant. Once a report is at either the Required or Requested status, you will be able to upload the progress report.
- 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.

### Publications

- Click on Published Outcomes on the left-hand menu.
- Click Add
- Enter the details of your publication in the form provided and use Browse to find the document 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 Submit and this will submit the file to the Trust.
- If you have a query or are experiencing any technical problems please email us by selecting the Contact Us link. The Trust will endeavour to answer all queries within 2 working days.