

## Emeritus Fellowships Report instructions

All fellows must submit a final report at the end of their fellowships. Those holding a fellowship for eighteen months or more must also submit an annual report after 12 months. Final reports must be submitted within four weeks of the end of the fellowship. Annual reports must be submitted within four weeks of the first anniversary of the grant. Please submit reports online using the Leverhulme Grants Management System. Full instructions are provided below.

### Annual report

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?
  - If you have chosen for a University to administer your research funds have you experienced any problems with this arrangement to date?

### 2. 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.

### 3. Activities

Details of any awards or prizes received, involvement in conferences, working groups, learned societies etc. related to your project.

### 4. Interim statement of expenditure

Briefly summarise any research expenses expenditure to date, compared to your original costing.

Please remember that any request to vire funds from one budget heading to another (e.g. from travel to research assistance) should be made in advance.

## 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.

## Final report

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
- If you have encountered any obstacles, intellectual or practical, how serious have these been and how have you tried to overcome them?
- If you have chosen for a University to administer your research funds have you experienced any problems with this arrangement to date?

### 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. Other activities

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

### 4. Research expenditure

- Receipts are not required. Please provide a summary of the actual costs compared to the estimated expenditure under your original budget headings (e.g. UK travel, UK subsistence, photographic costs).
- Any balance in hand must either be returned to the Trust immediately or if you wish to continue to draw on these funds for a limited period after the end of the grant (no more than six months), you should write with details of when and how the money would be used.

## 5. 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.

### 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.