

Leverhulme Doctoral Scholarships Report instructions

An annual progress report is required no later than two months after the end of each grant year and a final report no later than three months after the grant comes to an end. Please submit reports using the Leverhulme Grants Management System. Full instructions are provided below.

Annual report

The following items are required no later than two months after the end of the grant year:

- A statement of expenditure on headed paper countersigned by a finance officer of the institution, showing the amount spent in the grant year including how any funds used for the research and training element of each Scholar has been used. This should be emailed to grants@leverhulme.ac.uk quoting the grant reference number.
- A progress report of up to 2,000 words. The Principal Applicant as named on the application form should gather the required information for all students and provide one comprehensive report. This should provide a brief summary of the individual progress of the Leverhulme Doctoral Scholars funded in the past year, including details of any outputs, e.g. publications. When an individual student has completed the three years of the Scholarship, the report should indicate progress on the thesis and (likely or actual) submission and/or examination dates. Any significant changes in a student's circumstances/progress should be reported.
- Where appropriate, the names of the five Leverhulme Scholars commencing that academic year, the name of their primary supervisor and host department, and the indicative title of their doctoral thesis.

Final report

Three items are required no later than three months after the grant comes to an end:

- A statement of expenditure on headed paper countersigned by a finance officer of the institution, showing the total amount spent for each of the 15 Doctoral Scholars and the grand total spent over the whole grant period. This should be emailed to grants@leverhulme.ac.uk quoting the grant reference number.
- A detailed final report of approximately 3,000 to 4,000 words in total. This should include (for each Scholar) confirmation of the award date of the PhD, brief details of main outputs, and details of future career plans.

- In addition to the detailed final report described above, a statement (in no more than 500 words) explaining what the 15 studentships have contributed to the chosen area of research and the University as a whole. Details of any financial or other support/resources provided by the University during the grant should also be given. Information on how the University intends to sustain the legacy of the Leverhulme Scholarships should also be provided.

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.