LEVERHULME
TRUST _____

Leverhulme International Professorships
Report instructions

Annual report

Three items are required **no later than one month** after each anniversary of the commencement of the Grant Period:

a) A **statement of expenditure** from the host university's finance office, showing the amount spent in the relevant grant year for each item in the budget as originally detailed in the full application, together with sufficient information on the remuneration component to enable the expenditure to be verified. This should be emailed to grants@leverhulme.ac.uk quoting the grant reference number.

b) A **progress report from:**

   i) **the university** describing in 1,000 words key highlights of the activities of the Professor, in particular those addressing the strategic research objectives of the university.

   ii) **the Professor** describing in 1,000 words some key details of the research conducted by the Professor over the previous 12 months, how achievements relate to the originally planned timetable, and any proposed revisions to the original schedule. This should include a summary list of all major publications, acknowledging Leverhulme support and any other significant outcomes.

The two progress reports should be uploaded as a single document on the Leverhulme Grants Management System by the university, this needs to be done by the original applicant rather than the International Professor.

Final report

Four items are required **no later than three months** after the end of the Grant Period:

a) A final **statement of expenditure** for the last year of the grant only. This should be formally countersigned by a finance officer of the host university, showing the amount spent for each item in the budget, together with sufficient information on the remuneration component to enable the expenditure to be verified. This should be emailed to grants@leverhulme.ac.uk quoting the grant reference number.

The following should be uploaded on the Leverhulme Grants Management System:

b) A **brief summary** of the Professor's work and its outcomes from the university. This should be no more than 1000 words. It should be quite general in tone, and should be aimed at non-specialist readers. Please avoid detailed descriptions of methods and findings, and avoid technical terms as far as possible. The summary should be organised into four concise sections: (a)The original aims and objectives; (b) broad findings or conclusions; (c) an indication of the major outputs resulting; and (d) an assessment how the various research projects have led to new understanding of the general field of research and contributed to the strategic research objectives of the university.

c) A **detailed final report** from the Professor of 4,000–5,000 words, which explains the organisation, history, and essential details of their activities to a reader who might otherwise be unfamiliar with it. It should be arranged under the following headings:

  · The grant: a brief 'history' including start and completion dates, size of budget, names of those undertaking the research and the extent of commitment for each participant, and the location(s) of research activity;

  · Objectives: a brief statement of the original aims of the Professor;

  · Research activity: specifics of the research undertaken, problems encountered or changes to the project once underway;

  · Conclusions and achievements: the extent to which objectives were met, the conclusions reached, the degree to which an original contribution to theoretical and/or practical knowledge has been achieved, and an assessment of the significance for other research in the field;

  · A personal evaluation of the activities and which elements have been the more successful and which less successful. This section should state explicitly how the research has led to new understanding of the field;

  · Future research plans for the Professor and key partners;

  · A summary list of publications and other significant outputs.

d) **Publications**: Key published material, acknowledging Leverhulme support, should be uploaded.

Please note that these should be uploaded to the system by the original applicant rather than the International Professor.

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.