

## Philip Leverhulme Prizes Report instructions

We will write to request a short interim progress report towards the end of the first year of the prize period and a final report at the end of the prize period. Those holding the prize over a 3 year period will be asked for a further interim report. All reports must be submitted within four weeks of our request. Please submit reports using the Leverhulme Grants Management System. Full instructions are provided below.

### Interim report

We will write to request an interim report of around 500 words towards the end of the first year of your prize period. You must submit this within four weeks of our request. Those holding the award over three or more years should use the interim report guidelines and submit an updated report at the end of each award year.

- The second instalment of your prize money will not be paid until we have received your interim report.
- To receive the second instalment of prize funds, you must continue to hold an eligible post (that is, a post in a UK institution of higher education). If you change your institution, you should inform us of this immediately.

Please include the following points in your interim report:

#### 1. Summary of the first year's research activities

- Please give a summary in non-technical language, outlining your main research activities during the first year of your prize and stating your major achievements.
- List any awards received, involvement in conferences, working groups etc related to this period.

#### 2. Output

List any publications in print or preparation and detail any other sort of dissemination of the results of research conducted over the past 12 months. 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.

### 3. Expenditure

Provide a summary of expenditure during the first year of the prize (receipts are not required), detailing amounts spent under broad budget headings (e.g. conferences, research assistance, replacement teaching costs). Any money remaining from the first year of the prize may be carried over to the second year.

### 4. Future plans

Describe in 100 words your research plans for the second year of the prize.

### 5. Other matters

Any other matters you would like to draw to the attention of the Trustees, including any unexpected outcomes of the past year, whether positive or negative.

## Final report

We will write to request a final report of around 500 words after the end of the prize period. You must submit this within four weeks of our request. Please include the following points in your report:

#### 1. Summary of the final year's research activities

- Please give a summary in non-technical language, outlining your main research activities during the final year of your prize and stating your major achievements.
- List any awards received, involvement in conferences, working groups etc related to this period.
- Describe in 100 words the conceptual progress you feel that you have made to your discipline.
- Outline how you intend to build on the work conducted with the prize funds.

#### 2. Output

List any publications in print or preparation and detail any other sort of dissemination of the results of research conducted over the past 12 months. 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.

### 3. Expenditure

- Provide a summary of expenditure during the final year of the prize (receipts are not required), detailing amounts spent under broad budget headings (e.g. conferences, research assistance, replacement teaching costs).
- Any money remaining from the prize funds must either be returned to the Trust or if you wish to continue to draw on the prize funds for a limited period (up to one year after the end of the prize period) then you should write with details of how and when the funds will be used. The Director must approve the extension to the prize duration.

### 4. Other matters

Any other matters you would like to draw to the attention of the Trustees, including any unexpected outcomes of the past year, 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.