

Research Leadership Awards 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 four 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 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.
- A progress report, in 2,000 to 3,000 words, which includes details of the research personnel and students funded in the preceding year, details of the research conducted, how the overall research achievements relate to the original plans, and any revisions to the original schedule. The report should also include: a list of all publications in print and in preparation; a list of all seminars/workshops/conferences at which members of the research team have given papers; details of any other forms of dissemination. This should be uploaded by the grant holder on the Leverhulme Grants Management System – please see the instructions at the end of this document.

Final report

Three items are required no later than four 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 amount spent in the final grant year (i.e. not cumulative) for each item in the budget, together with sufficient information on each component to enable the expenditure to be verified. This should be emailed to grants@leverhulme.ac.uk quoting the grant reference number.
- A detailed final report of approximately 5,000 words arranged under the following headings:
 - a. **Conclusions:** details of the original research objectives, the main research conclusions reached, the contribution of the work to theoretical and/or practical knowledge and its significance for the future.

- b. **The principal grant holder's personal evaluation of the grant:** including which elements have been the more successful and which less successful.
 - c. **Personnel:** the personnel funded by the grant, details of their achievements over the life of the grant and their future plans.
 - d. **Leadership:** details of how the grant has developed the career, research activities and profile of the principal applicant.
 - e. **Publications and other outputs:** list all publications and other means of disseminating the results of the research, e.g. seminars/workshops/conferences at which members of the research team have given papers. Copies of publications arising from the research, containing a suitable acknowledgement of Leverhulme support, should be uploaded to the Leverhulme Grants Management System by following the instructions provided at the end of this document. For monographs, there is no need to send a hard copy but please let the Trust know bibliographic information via email (grants@leverhulme.ac.uk) along with the date of publication and details of any book launch. The Trust Board recognises that publication of papers and articles may take a considerable time, but wish to receive electronic copies of all outputs in due course.
- In addition to the detailed final report described above, the Trust Board wishes to see a brief summary of the grant and its outcomes. This should be in no more than 500 words. It should be quite general in tone and 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, broad findings and conclusions, and an evaluation of the strengths and weaknesses of the research;
 - b. Details of personnel funded, key achievements and future plans;
 - c. Benefits of the grant for the principal applicant in terms of career progression, research activities, profile;
 - d. Key publications and other outputs arising from the grant.

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.