

## Research Project Grants Report instructions

An annual progress report is required no later than one month 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 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](mailto:grants@leverhulme.ac.uk) quoting the grant reference number.
- A progress report describing in 1,000 to 2,000 words the research conducted, how achievements relate to the originally planned timetable, and any revisions to the original schedule. The report should include a list of all publications in print and in preparation, and a list of all seminars, conferences, meetings at which members of the research team have given papers. 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 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 amount spent in the final grant year (i.e. not cumulative) for each item in the budget as originally detailed in the full application, together with sufficient information on each component to enable the expenditure to be verified. This should be emailed to [grants@leverhulme.ac.uk](mailto:grants@leverhulme.ac.uk) quoting the grant reference number.
- The following two reports should be uploaded by the grant holder on the Leverhulme Grants Management System – please see the instructions at the end of this document.
  1. A detailed final report, of 2,000–4,000 words. The Board expects that reports for grants of more than £300,000 would be towards the upper word limit. The objective of the final report is to explain the organisation, history, and essential details of the project and its outcomes to a reader who might otherwise be unfamiliar with it. It should be arranged under the following headings:

- a. **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.
  - b. **Objectives:** a brief statement of the original aims of the research.
  - c. **Research activity:** specifics of the research undertaken, including sources and/or methods used, problems encountered or changes to the project once underway.
  - d. **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.
  - e. **The principal grant holder's personal evaluation** of the research project and which elements have been the more successful and which less successful.
  - f. **Publications and other outputs:** list actual and prospective publications and other means of disseminating results. 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, with the exception of monographs, which should be sent to the Trust office. The Trust Board recognises that publication may take a considerable time, but wishes to receive in due course copies of all publications resulting from the work.
  - g. **Future research plans in this field** for those involved in the project.
2. In addition to the detailed final report (described above), the Trust Board wishes to see a brief summary of the project and its outcomes. This should be no more than 500 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. Publications and other outputs resulting
  - d. An assessment of the strengths and weaknesses of the research

## 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.