

## Study Abroad Studentships Report instructions

An interim progress report is required no later than four weeks after the end of each grant year, for those holding a studentship for 18 months or more; and a final report no later than four weeks after the studentship comes to an end. Please submit reports using the Leverhulme Grants Management System. Full instructions are provided below.

### Interim report

Please include the following points in your interim report:

#### 1. Summary of research: 500 words maximum in non-technical language

A summary assessing the progress of your research or programme of study to date (compared to your original proposal), describing any conclusions reached and detailing any changes in objectives, procedures and timetable for the research.

If you have encountered any obstacles, intellectual or practical, how serious have these been, and how have you tried to overcome them?

#### 2. Future research

Give an outline (about 500 words) of your research/study plans for the coming year.

#### 3. Output

List any publications in print or preparation, and details of any other sort of dissemination of the results of the research, which has either taken place or is planned, e.g. lectures, seminars. 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.

#### 4. Activities

Give details of any academic activities such as field trips, conferences, teaching carried out or examinations taken.

## 5. Other matters

Any other matters you would like to draw to the attention of the Research Awards Advisory Committee, including any unexpected outcomes of your research/study so far, whether positive or negative.

## 6. Endorsement

- Your report must be endorsed by an appropriate academic. This may be a course tutor, your doctoral supervisor (whether in the UK or overseas) or a mentor if you are conducting postdoctoral research.
- Your academic endorser should read your report, add a short paragraph on what you have achieved in the year and sign and date the report.

## Final report

Your final report should be divided into two parts:

1. An account of what you were able to achieve in academic terms
2. General information about the institution and country you visited

We may pass on (anonymised) information you provide about your institution and place of tenure to future grant holders visiting the same institution or country.

Please include the following points:

### Part one

#### 1. Summary of research/course of studies: 500 words maximum in non-technical language

- Please provide a summary outlining what you have achieved during your grant and assessing the progress of your research or programme of study in comparison to your original proposal, and detailing any changes in objectives, procedures or locations.
- If you have conducted a piece of independent research rather than followed a course of studies list up to five of the most important research conclusions you have reached during this work.
- If you have encountered any obstacles, intellectual or practical, in carrying out your proposal how serious have these been and how have you tried to overcome them?

#### 2. Output

List any publications which have already appeared, been accepted for publication or are to be submitted for publication and give details of any other way in which you intend to disseminate the results of the research (for example, lectures, seminars or exhibitions). Copies of publications, 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. Activities

- Give details of any academic activities such as field trips, conferences, teaching carried out and examinations taken.
- Give details of any teaching, involvement in conferences, working groups, societies or associations.

### 4. Future plans

Give details of your plans following the completion of your studentship, including information about any grants offered or applications made to continue your research.

### 5. Endorsement

- Your report must be endorsed by an appropriate academic. This may be a course tutor, your doctoral supervisor (whether in the UK or overseas) or a mentor if you are conducting postdoctoral research.
- Your academic endorser should read your report, add a short paragraph on what you have achieved in the year and sign and date the report.

## Part two

### 1. Place of tenure

- Please give your frank opinion about the institution to which you were attached for your grant, including any problems encountered. Please provide details of the following, if possible: access to and quality of library, computing and other facilities, support and supervision received from the academic staff.

### 2. Country of tenure

- Please give some brief details about your general experiences in your country of tenure. If possible please also comment on the following: accommodation, banking arrangements, bureaucracy and arrangements for medical care. Any tips or warnings you can give will be much appreciated by future grant holders.

### 3. Other matters

- Any other matters you would like to draw to the attention of the Committee, 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.