LEVERHULME
TRUST _____

Visiting Professorships
Report instructions

The visiting professor and her/his host in the UK are required to submit a brief report on the work undertaken during tenure of the professorship within one month following the end of each visit.

On completion of the professorship the UK host institution must submit a statement of expenditure within one month following the end of the final visit.

Please submit the visitor and host reports online using the Leverhulme Grants Management System. Please note that both reports must be submitted together as one document. Full instructions are provided below. The statement of expenditure should be emailed to grants@leverhulme.ac.uk quoting the grant reference number.

Please provide the following in each report:

1.   Report from the Visiting Professor

Up to 1,000 words, including exact information on the length of the visit, details of activities including the lecture series, and the perceived benefit to staff at the host institution.

2.   Report from the UK host

Provide up to 1,000 words in non-technical terms suitable for a lay audience, summarising the benefits to the host department and detailing the professor's participation in the life of the host institution and department or area.

3.   Publications

Copies of publications arising from the Visiting Professorship, 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.   Statement of expenditure

This should provide a breakdown as follows:
· maintenance grant paid to the professor (if applicable)
· cost of the return air fare for the professor (and spouse/partner, if appropriate)
· all other associated costs as detailed in the budget in the award letter.

Please be aware that equipment, departmental costs, overheads and bench fees are not allowable items. On receipt of the statement we will be able to calculate if there is any settlement to be made between us.

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.