

## Research Leadership Awards Terms and Conditions

### Budget

The total budgeted amount is the maximum amount the award-holder may receive except that increases in salary costs resulting from officially agreed salary scale changes will be honoured. Amounts spent over budget on associated costs cannot be reimbursed. Virement between heads of expenditure is allowed only with prior permission from the Trust.

### Payments

Before payment can be made, the institution and award holder must have formally accepted the grant. The first payment will be made once the Trust has received notification of the start date of the earliest-appointed researcher and/or student. Payments are made annually in advance. Subsequent payments are made only when the reports described below have been received and approved. It is the practice of the Trust to retain part of the final instalment until the final report and statement of expenditure (see below) have been received and approved. Unspent funds at the end of a grant revert to the Trust.

### CVs for appointments

A CV and completed Staff Approval Form must be provided for all researchers and PhD students on the project. No appointment should be confirmed or payment made until these documents have been received and agreed by the Trust.

### Changes

Prior approval from the Trust is required for any changes in the strategy, staffing, organisation, scheduling or budgeting of the award.

### Acknowledging the Trust's support

The Trust requires that all grant holders acknowledge support received from the Leverhulme Trust in any form of media communication, including media appearances, press releases, book launches and conferences. Please remember to tag us in any relevant tweets @LeverhulmeTrust and include our logo where possible. The Trust welcomes the opportunity to comment on press releases. Please ensure that you read the detailed guidance at: [www.leverhulme.ac.uk/grant-holders/logo](http://www.leverhulme.ac.uk/grant-holders/logo)

## Reports

The following reports are required:

1. **Annual Progress Report** to be submitted no later than two months after the end of the grant year. This should include:
  - a. a progress report, in 2000–3000 words, which includes details of the research personnel and students funded in the preceding year, and details of the research conducted, how 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 at which members of the research team have given papers;
  - b. a statement of expenditure 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.
2. **Final Report** to be submitted no later than six months after the award comes to an end. This should contain:
  - a. A brief summary of the award and its outcomes. This should be in no more than 500 words. It should be quite general in tone (i.e. avoid detailed descriptions of methods and findings) and be aimed at non-specialist readers. Technical terms should therefore be avoided as far as possible. The summary should be organised into four concise sections:
    - aims and objectives
    - broad findings, conclusions and outputs
    - strengths and weaknesses of the research
    - achievements, career progress and benefits for the grant holder and research personnel
  - b. A final statement of expenditure formally approved by a finance officer of the institution, showing the amount spent for each item of the budget
  - c. A report of approximately 5,000 words describing the personnel involved and their achievements, the main research conclusions reached, the contribution of the work to theoretical and/or practical knowledge and its significance for the future, and the principal award-holder's personal evaluation of the award (including the more successful parts and those which were less successful)
  - d. A list of publications in print and in preparation