

Research Programme Grants Terms and Conditions

Budget

The total budgeted amount is the maximum amount the award-holder may receive except that increases in pay resulting from national university salary scale changes will normally be paid. Virement between heads of expenditure is allowed only with prior permission from the Trust.

Payments

Payments are made annually in advance. The first year's grant is payable when the institution has formally accepted the grant and the director of finance has received appropriate notification of the appointment of the first researcher and the start of work. Subsequent payments are made only when the reports described under item 5 below are received and approved by the Trust. It is the practice of the Trust to retain part of the final instalment until the final report and statement of expenditure have been received and approved. Amounts spent over budget on associated costs cannot be reimbursed. Unspent money at the end of a grant reverts to the Trust.

Appointment of researchers/PhD students

Researchers and PhD students should not be appointed, and payments cannot be made, until the Trust has been sent relevant CVs and proposed starting salary or student maintenance grant details and approved these. When such details were included in the original application approval is subsumed in an offer of a grant.

Changes to the programme

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

Reports

Two reports are required: an annual report (to be submitted no more than one month after the end of the grant year and a final report (to be submitted no later than three months after the grant comes to an end).

The Annual Report must include the following:

- a. A statement of expenditure from the institution's finance office, showing the amount spent in the grant year for each item in the budget as originally detailed in the full application, together with sufficient information on the remuneration component to enable the expenditure to be verified.
- b. 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 and meetings at which members of the research team have given papers.

The Final Report must include:

- a. A brief summary of the programme 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: (i) The original aims and objectives; (ii) broad findings or conclusions; (iii) publications and other outputs resulting; and (iv) an assessment of the strengths and weaknesses of the research and how the interlinked research projects have led to new understanding of the general field of research.
- b. A final statement of expenditure for the last year of the grant only. This should be formally countersigned by a finance officer of the institution, showing the amount spent for each item in the budget, together with sufficient information on the remuneration component to enable the expenditure to be verified.
- c. A detailed final report, of 4,000-5,000 words, which explains 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:
- d. 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;
- e. Objectives: a brief statement of the original aims of the research programme;
- f. Research activity: specifics of the research undertaken, including sources and/or methods used, problems encountered or changes to the project once underway;
- g. 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
- h. The principal award-holder's personal evaluation of the research project and which elements have been the more successful and which less successful. This section should state explicitly how the interlinked research projects of the programme grant (taken together) have led to new understanding of the field.
- i. Publications and other outputs: list actual and prospective publications and other means of disseminating results. Copies of published material, acknowledging Leverhulme support, should be emailed to the Trust at grants@leverhulme.ac.uk. Please quote the reference number of your grant. 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
- j. Future research plans in this field for those involved in the project.

Acknowledging the Trust and logos

We ask all grant holders to acknowledge the Trust's support in any publicity, promotional materials or publications associated with research funded by the Trust. Please ensure that you read the detailed guidance on acknowledging the Trust's support and use of the Leverhulme Trust logo at www.leverhulme.ac.uk/grant-holders/logo