

RAEng/Leverhulme Trust Research Fellowships Report Guidance

Please note that your report and expenditure statement needs to be submitted through the Academy GMS - <https://www.raeng.org.uk/login>.

Length of Report

The report should be between 5 and 8 pages in length, with diagrams being appended as necessary.

Expenditure Statement (please create as a separate document)

Please complete an itemized expenditure statement based on the agreed expenditure in your application and contract. The expenditure statement should cover the following:

Salary contributions = £00,000.00
Additional Support Fund =£0,000.00
Total= £00,000.00

This document should be a PDF with a university letterhead.

Final Report Only:

If there has been any underspend, please clearly note this so we are able to make an adjustment to your final payment or work with you to repay the final amount. Please note funds cannot be redistributed between budget headings.

Your Final Report expenditure statement should cover the *entirety* of the award period.

Please attach these in the appropriate places on the report link sent with the email this guidance was provided with.

Project Title

Awardee's name

University

Academic Position, Department

Title of the award

Name of Replacement Academic

Year X – Date

Coversheet

Provide outline details, e.g. name, university, department, title of research project, name of replacement academic, start and finish dates.

Introduction

Short (1/2 x A4) description of the background to the research

Aims and Objectives

Briefly state the aims set out in your original proposal and what you hoped to achieve as a result of the Fellowship

Technical Aspects of the Secondment

To form the main part of the report - present details of the work you have undertaken, to what extent you achieved your aims and objectives and any developments that led to significant changes in the research project compared to the original proposal.

Professional and Career Development

In this section, you may discuss the size of your team, your position within the university, and any other activities like consulting, the training you have received, the grants you have applied, your collaborations.

Dissemination

Full bibliographic information on publications, including publications that have already appeared, those which are in press/accepted for publication and any plans of how you intend to disseminate information on your work more widely. Also list any additional known events at which you intend to present or have presented your research.

Replacement Academic

Include any developments in the career of the replacement academic employed to cover your teaching and administrative duties. How did they progress over the course of the fellowship and what are their future career prospects following their experience during their replacement period? To what extent were you released from the commitments originally proposed to be covered, were you relieved of any further commitments not originally envisaged?

Final Report Only

Conclusion

Bring out the main overall points particularly how the Fellowship met your original aims and how any experience gained from the fellowship will feed back into your future career development.