

Essential Guidance Notes for Visiting Professors Reports – Updated June 2023

The purpose of this document is to give some guidance on the content and structure of these reports. Whilst every award is unique this structure will enable a degree of consistency to be achieved in the reporting process. We recommend that you read this document fully before starting to complete anything.

The Academic Champion (or the assigned university contact) must provide an Annual Progress Report each year of the award. The report will need approval for the payment to be released.

The Annual Reports must be submitted to the online grant management system ([GMS](#)) by logging into your account and accessing the **RAEng Portal** page on the top left of the screen and following the instructions below. You do not need to complete the report in one sitting as you may save your work as you go along.

Please note, the questions displayed will vary depending on how you answer the preceding questions, so you must answer them in the order they appear, or you will be presented with questions that are not applicable to you.

Scheme type

When asked to select a 'category that best describes your award click the 'EDUCATION (Visiting Teaching Engineers \ Visiting Professors)' option.

When asked if you have an 'Academy-assigned Mentor' select the 'No' option.

Amendments

This section details any changes you need to make to your award that are of a contractual nature – i.e. start date, end date, host organisation, etc. If you have any changes you wish to make **let Academy know first and we will discuss the next steps.**

When asked to confirm whether or not you wish to make any changes, please select '**No**' unless otherwise discussed with the Styli Charalampous at the Academy.

The Report

This section is divided into two parts (Progress Report and the Expenditure Statement) and requires two documents to be uploaded in a pdf format.

This forms the main part of your report and is where the majority of your efforts should be focused, covering what the Visiting Professor and you have achieved over the last year and how the funds were spent.

There are two reporting periods per year. The mid-year and end of year report. All reporting information and any templates can be found at www.raeng.org.uk/VP-reports.

Mid-year requirements

This is due at the beginning of February every year and consists of,

1. Progress Report – Financial element only required
2. Financial signed statement from your finances team
3. Mid-year data elements.

End of year Requirements

1. Progress Report – Completed report template and financial element
2. Financial signed statement from your finances team
3. Mid-year data elements.

Progress Report

All reports are assessed against the metrics and objectives outlined in the original application/proposal. Ensure you cover all those areas indicating if the targets were met or exceeded. Reports can include any pictures or further information that you feel is useful but should also be succinct. On the website under "Guide and report", at the bottom of the VP page, there is a word template for the report called "**Report template**". The document has all the years in it and you just need to add to it which will show progression from year to year.

All reports must use the template provided. The Template has the following:

Details

Date:

VP Reference number:

Name of Academic Champion:

Name of the Visiting Professor:

Name of the University:

Title of the project:

There is also a financial table to be complete here but refer to expenditure statement on page 4 for more information.

Reporting Part 1 – Based on original submission

- a) Summarize overall progress made against high level deliverables/objectives of the Award that was in the application. If you are behind schedule of the original proposal, please include details on why the delays occurred and how it will be compensated for in the following year by **completing the table in the template** found on the website at www.raeng.org.uk/VP-reports and add rows as needed.
- b) If you reported in the previous year any issues as stated in a) above, then state what progress has been made this year to compensate.
- c) The activities undertaken should be in direct relation to the proposed work programme of teaching and mentoring of students for the appointed Visiting Professor over the period of the Award (found in the original application, section titled: Case for Support).
- d) The report in **addition** to the **table** must also include details of course modules and activities (such as curriculum development and strategy development). This should be in addition to the table that make up the deliverables/objectives in the format of,
 - **Activities**
 - **Outputs**
 - **Outcomes**
 - **Impact** - This should include
 - how the scheme has supported students to be employable.
 - what skills students have gained because of the VP appointment.
 - How the scheme has supported staff.
 - course changes that enhanced student learning.
 - use student, employer and other feedback where possible to back all your evidence in a) above.

Include the exact number of students for each and the total which should also be included in the data form of the Grant Management System

Reporting Part 2 – Not in original submission

Please include additional activities/objectives (if any) that were undertaken by the Visiting Professor but were not part of the proposed work programme.

Reporting Part 3 – Learner feedback and sustain the work of the award

- a) Student and other staff feedback is important for qualitative feedback. We do not want to have the names of students and staff unless they give their consent but want to hear what they have thought and gained from the current VP appoint.
- b) Outline how you intend to sustain the work and impact the VP has had on your course(s) (that also refers to the original application, section titled: Outline your plans to ensure the long-term sustainability).

Declaration

It must include input from the assigned university contact (Academic Champion) and the Visiting Professor and that they are both content with, and approve of, the information provided in this report.

Expenditure statement

The Academy now requires Academic Champions to upload an official expenditure statement from their finance team that meets the following,

- Organisations must submit their statements on Organisation headed paper.
- Financial expenditure tables must detail all project eligible spend against the awards as stated in the application found at the end of the contract.
- Where there is cause to believe expenditure is not in line with expectations (either budget management wise or in terms of eligibility of costs) you must raise this with the Academy to make sure it is in line with what is allowed.

As this expenditure report is what has been spent rather than covering all the funds expected per year the Academic Champion must complete the table on the first page of the "**Report Template**" for both mid-year and end of year reports (that looks as follows,

A	B	C	D	E	F
Academic year (e.g. 2023/24)	Funds expected from the Academy for the whole year	Value from financial statement that your finance team supplied and uploaded	Academic Champion to place any funds that you are still expecting to spend this year	Total expenditure for the year (Column C+D)	Explanantion if column E and B do not match and action plan

As your finance team will only report what they have paid out we need to be sure that you are still on target to spend the funds you asked for. **As any underspend is worse than over spend.**

Column requirements:

- Place the three academic years in the three rows. Such as VP2023/24 applications with be 2023/24, 2024/25 and 2025/26.
- These are what you gave in your application for each year.
- Just include the total figure from the uploaded expenditure statement.
- These are funds that you know have yet pay, but know will be paid, for the relevant year.
- This is the total of columns C and D which should add up to the funds for the year.

- F. If column E does not add up to column A we will need to know why along with an action plan to rectify this going forward or future payments will need to be reduced to reflect this underspend.

As with all government funded awards there is a great emphasis on value added. We would like to capture this in some way and would appreciate if you could give answer the following questions under value added,

1. What the actual cost of the VP's time is compared to what they receive? That is commercial day charge out rate compared to honorarium.
2. Extra time spent than originally planned and how much that would have costed based on 1 above.
3. Any extra funding the university or employer is putting into this.
4. Any match funding received from elsewhere?
5. Do you provide any unpaid days and/or use your holiday to support?

If possible, a ball park figure of the above questions compared to the award value for the year.

Data

The following are the six sets of data elements that need to be reported directly onto the online table:

- 1) Number of taught sessions
- 2) Total length of taught sessions in days (anything between 2 and 3 hours can be classified as a half day)
- 3) Number of activities (if different to taught sessions e.g. mentoring, practical session, project work, etc - else put the number of taught sessions)
- 4) Number of learner groups covered in this period (e.g. sessions with a first-year group and then sessions with a second-year group counts as two or two different first year's groups also count as two – **Not total learner numbers**).
- 5) Total number of female students in sessions
- 6) Total number of male students in sessions.

These are also used to promote the work of the Academy and the success of the Awardees, and to report back to our funders and demonstrate the impact created through distribution of their funds. Not all categories will apply to you, but please fill in what you can. You may wish to cover some of these in greater detail in the 'Progress report' section, and you can also add notes in the third column if you so wish.

Contact

If you have any further queries, please contact the Senior Programme Manager of Further and Higher Education on stylli.charalampous@raeng.org.uk or 020 7766 0644.