**Research Fellowships**

**Reporting and Review Meetings Guidance**

**Contents**

[1. Reporting 1](#_Toc79147614)

[**1.1 Annual progress report 1**](#_Toc79147615)

[Annual Progress Report template 1](#_Toc79147616)

[**1.2 Annual expenditure statement 2**](#_Toc79147617)

[Example annual expenditure statement 2](#_Toc79147618)

[Cost virement and underspend 2](#_Toc79147619)

[Final year expenditure statement 3](#_Toc79147620)

[**1.3 Annual report submission 3**](#_Toc79147621)

[2. Review Meetings 3](#_Toc79147622)

[**2.1 Annual review meetings arrangement 3**](#_Toc79147623)

[**2.2 Annual review meetings format 4**](#_Toc79147624)

[Annual Review Meeting Agenda template 4](#_Toc79147625)

[Mentor Report Form 4](#_Toc79147626)

[3. Mentoring support 4](#_Toc79147627)

[**3.1 Role of mentor 4**](#_Toc79147628)

[**3.2 Performance indicators 5**](#_Toc79147629)

[**3.3 Research Fellow’s commitment 5**](#_Toc79147630)

# **1. Reporting**

## **1.1 Annual progress report**

An annual progress report must be submitted to the Academy at the end of each year of the Research Fellowship in accordance with the monitoring schedule annex of the Research Fellowship contract. The report must be completed using the template below. The report should be a summary of the work undertaken during the year. It should be submitted as a **pdf** and be **a maximum of 3 pages**, excluding appendices. Please read the guidance notes included in the Annual Progress Report template for further details.

### **Annual Progress Report template**



##

## **1.2 Annual expenditure statement**

Research Fellows are also required to submit an annual expenditure statement. This should be compiled by the relevant finance team/contact at the host institution.

The expenditure statement **must**:

* Be submitted on letter headed paper and be signed by the relevant authority (an electronic signature will be accepted)
* Confirm the period of expenditure, i.e. Year 1, and the corresponding dates
* State the expenditure amount claimed from the Academy for the year against the cost headings included in the original cost table in the application form (see example table below; the inclusion of actual costs is optional)
* Notexceed the amount requested in each cost category of the original cost table for each year (except where virements are permitted and underspend is carried forward from previous reporting periods).

The amounts indicated in the expenditure statement must be audit compliant with relevant receipts/proof of expenditure.

### **Example annual expenditure statement**

|  |  |
| --- | --- |
| **Name of Awardee:**  |  |
| **Award reference:** |  |
| **Total Amount Awarded:**  |  |
| **Year of Award/reporting period:**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost category** | **Year x****Costs stated in the application cost table (100%)** | **Year x****Actual costs***(optional)* | **Year x****Amount claimed from the Academy\*** | **Notes\*\*** |
| Directly incurred staff |   |   |  |  |
| Directly incurred travel and subsistence |   |   |  |  |
| Directly incurred other costs |   |   |  |  |
| Directly allocated estates |   |   |  |  |
| Directly allocated other |   |   |  |  |
| Indirect costs |   |   |  |  |
| **Total at 100%** |  |  |  |  |
| **Total at 80%** |  |  |  |  |
| *\*this should not exceed 80% of the costs stated in the original application cost table excluding any underspend or virements* |
| *\*\** *If required, please provide details to justify the costs being claimed i.e., where the amounts requested differ from the original application costs table (i.e., virements/underspend carried forward)* |

Virement between the cost categories of ‘Travel and Subsistence’ and ‘Other Costs’ is permitted without approval from the Academy. Other reallocation of expenditure between different cost categories requires prior approval from the Academy. Any underspend across all cost categories can be carried forward to the corresponding cost category for the remaining period of the Research Fellowship.

### **Final year expenditure statement**

The final expenditure statement must confirm the final balance of the Research Fellowship grant. The final expenditure statement must be submitted on letter headed paper and be signed by the relevant authority confirming the expenditure for the entire period of the Research Fellowship against the original cost categories. Once the final report along with the final expenditure statement have been submitted, the Academy will confirm the balance of the Research Fellowship grant and arrange the final payment accordingly. Any underspend must be returned to the Academy.

## **1.3 Annual report submission**

The annual progress report and expenditure statement must be submitted together to the Academy’s Grants Management System <https://grants.raeng.org.uk/>. When you login to the Grants Management System, you should be able to view your award account, complete a standard report form, and upload separate files for the progress report and expenditure statement.

The Academy appreciates that the host institution’s finance team may require some time to compile the annual expenditure statement that includes all costs incurred within the reporting period. Therefore, submission of the progress report and expenditure statement after the reporting deadline is accepted by the Academy.

The annual progress report does not require approval from your Academy mentor before submission. The Research Fellow must send a copy of the report to their mentor before the annual review meeting.

# **2. Review Meetings**

## **2.1 Annual review meetings arrangement**

An annual review meeting must take place around the annual report submission deadline included in the monitoring schedule annex of the Research Fellowship contract. **The** **Research Fellow is responsible for arranging the annual review meeting with their Academy mentor, and informing the Academy of the meeting date, time, and location.** In principle, the Academy will join the Year 1, Year 3, and Final Year review meetings. At the mentor’s discretion, the relevant head of school or department should be invited to at least two annual review meetings throughout the five-year Research Fellowship.

The annual review meetings can take place virtually by video conferencing or in person. The location for in-person meetings is to be agreed between the Academy mentor and Research Fellow. If the meeting will take place at the Academy in London, the Research Fellow must contact the Academy in advance to arrange a meeting room booking.

The annual review meetings serve three main purposes:

* To monitor Research Fellow’s research progress and career development
* To discuss and provide support and guidance required for the remainder of the Research Fellowship
* To track and capture Research Fellow’s achievements for the Academy’s communication and promotion purposes.

If the Research Fellow fails (without the prior approval of the Academy) to attend the annual review meetings, the Academy may at its discretion withhold, reduce, or suspend any award payments due to the host institution.

The Academy will reimburse reasonable travel and accommodation expenses related to the annual review meetings, and the Research Fellow must submit the expenses claim to the Academy within four weeks of the meeting date.

## **2.2 Annual review meetings format**

At the annual review meeting, the Research Fellow is required to give a presentation on the research progress and any other developments from that year. Please read the Annual Review Meeting Agenda template for details.

### **Annual Review Meeting Agenda template**



Before the annual review meeting, the Research Fellow must send the following documents to their Academy mentor and other participants:

* Annual Progress Report
* Annual Review Meeting Agenda
* Mentor Report Form (blank)

### **Mentor Report Form**



After the annual review meeting, the mentor is required to complete the Mentor Report Form, and return the form to the Programme Manager at the Academy.

At an informal level, the mentor and Research Fellow are encouraged to maintain regular contact by any methods they find convenient.

# **3. Mentoring support**

## **3.1 Role of mentor**

The Academy mentor provides expert, independent advice, and support for the duration of the Research Fellowship. The mentor is encouraged to support Research Fellow as much as they feel appropriate. Their role is to offer guidance and support to Research Fellow while looking after the interests of the Academy. At a minimum, the role of mentor includes:

* Establish and maintain regular contact with the awardee, by whatever means convenient (by telephone, email, virtual meetings or in person visits), to offer additional guidance and advice on the research project
* Review the awardee’s annual progress reports
* Meet in person at least once a year at the annual review meeting, to monitor progress, offering advice and guidance where appropriate
* Provide a brief written report to the Academy, following each annual review meeting
* Assess the progress of the awardee on an annual basis according to the scheme’s performance indicators.

Neither the Academy nor the mentor accepts any responsibility for any advice given by the mentor.

## **3.2 Performance indicators**

Several factors may be taken into consideration by the Academy in carrying out its annual review. This may include but not limited to:

* Progress made, to be reviewed against the work programme set down in the original proposal
* The relevance of the research to industry and the extent of industrial involvement in the research programme
* The amount and source(s) of additional research funding (from research councils, charities, industry, etc)
* Outreach/public engagement/media activities undertaken.

Not all assessment criteria will be relevant in every case and additional factors may be agreed between the Academy and the awardee where appropriate. Please read the Annual Progress Report template for details.

## **3.3 Research Fellow’s commitment**

The Academy helps Research Fellows fully appreciate the value of the mentor as a resource for them. By accepting their award, Research Fellows commits to:

* Show commitment to the objectives of the award – as well as to their own learning and development
* Respond in a timely manner to the mentor’s and the Academy’s requests for information concerning the award
* Submit progress reports detailing the progress made and the work completed to both the programme manager and the mentor in a timely manner
* Meet at least once a year with the mentor to discuss progress, based on the latest technical progress report
* Establish and maintain regular informal contact with the mentor, to receive additional guidance and advice.