# Details

Date:

VP Reference number:

Name of Academic Champion:

Name of the Visiting Professor:

Name of the University:

Title of the project:

# Financial element of report

**For both mid-year and end of year reporting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Added Value (See Essential Guidance Notes for Reports):**

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.

## Year 1:

## Year 2:

## Year 3:

# Reporting Part 1 – Based on original submission

## Year 1

# Only needed for end of year reporting but can be semi-completed at mid-year point.

|  |  |  |
| --- | --- | --- |
| **Deliverable/Objectives** | **Completed (Yes, No)** | **Evidence/Outcome or action plan to address short fall)** |
|  |  |  |
|  |  |  |
|  |  |  |

## Year 2

# Only needed for end of year reporting but can be semi-completed at mid-year point.

|  |  |  |
| --- | --- | --- |
| **Deliverable/Objectives** | **Completed (Yes, No)** | **Evidence/Outcome or action plan to address short fall)** |
|  |  |  |
|  |  |  |
|  |  |  |

## Final year

# Only needed for end of year reporting but can be semi-completed at mid-year point.

|  |  |  |
| --- | --- | --- |
| **Deliverable/Objectives** | **Completed (Yes, No)** | **Evidence/Outcome or action plan to address short fall)** |
|  |  |  |
|  |  |  |
|  |  |  |

# Reporting Part 2 – Not in original submission

## Year 1

# Only needed for end of year reporting but can be semi-completed at mid-year point.

|  |  |
| --- | --- |
| **Extra Deliverable/Objectives** | **Evidence/Outcome or action plan to address short fall)** |
|  |  |
|  |  |
|  |  |

## Year 2

# Only needed for end of year reporting but can be semi-completed at mid-year point.

|  |  |
| --- | --- |
| **Extra Deliverable/Objectives** | **Evidence/Outcome or action plan to address short fall)** |
|  |  |
|  |  |
|  |  |

## Final year

# Only needed for end of year reporting but can be semi-completed at mid-year point.

|  |  |
| --- | --- |
| **Extra Deliverable/Objectives** | **Evidence/Outcome or action plan to address short fall)** |
|  |  |
|  |  |
|  |  |

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

## Year 1

# Only needed for end of year reporting but can be semi-completed at mid-year point.

## Year 2

# Only needed for end of year reporting but can be semi-completed at mid-year point.

## Final year

# Only needed for end of year reporting but can be semi-completed at mid-year point.

# Declaration