Essential Guidance Notes for Visiting Professors Mid-Year Data Reports

The purpose of this document is to give some guidance on the content required for mid-year reporting. No formal report or expenditure statement is needed at this time of year only the data elements.

The Academic Champion (or the assigned university contact) must provide the data needed to the Academy on the online system by logging into your account and accessing the **RAEng Portal** page on the top left of the screen and following the instructions below. (Click here to take you to the system).

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 us know and we will discuss the next steps.
Note that all plans change over time so as long as the focus remains on the technology in the original application you don't need to seek approval, these changes are more concerned with timing and budget, as they have an impact on how we run the scheme.

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

Progress Report

Just upload a blank document for this section as no report is needed.

Expenditure statement

On the website under "Guidelines for Current Awardees" there is an Excel template for the reporting of your expenditure and is called "Expenditure spreadsheet template". From now on you use this to template to place your expenditure. It has a space for each year. It has two sheets. The first sheet called "University Details" has a table where you will enter all the relevant details about your award that will be automatically copied to the second sheet called "Expenditure Statement".

On the "Expenditure Statement", sheet please follow the instructions in yellow/orange box. Expenses should be broken down under the main headings such as honorarium, travel accruals or other as in the application, along with the total. The accruals line should be used for any unspent funds for the year that you know will definitely spend. You must fill in all relevant boxes for the year you are in otherwise it will be returned and push back your next payment. As we are unable to reimburse claims for 1st class travel, these costs should not be included in the expenditure statement. Please upload this expenditure statement detailing the breakdown of (actual) costs incurred to date for each year of the Award, using the same cost categories as in the original application.

As this is an interim report just update the spreadsheet to date and indicate if you will have a short fall of expenditure. If you then let us know if this is just a glitch or if we need to reforecast future expenditure. Any savings you make at this stage will support an increase in future VP posts.

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 learner numbers**).
5) Total number of female students in sessions
6) Total number of male students in sessions.

They 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.