



## Instructions for submitting an expenditure claim (for finance or research support staff)

Please note that the form is assigned to the person who completed the finance section of the application form. If this needs to be reassigned to a different person, please contact your grants officer.

*Grant payments are made monthly usually in the first week of the month. Any requests for reimbursement should be submitted no later than the 25<sup>th</sup> of the preceding month.*

You will need to log onto the portal with your login details. Click on [Application Portal](#) (top left of screen), then select my applications, from the menu on the left. The grants for which you are the named finance officer will then appear as shown below:

Available grants

**My applications**

My account

My contact details

### Application overview for Dunhill Medical Trust

On this page you will be able to see all the applications in which you have a role that are currently in progress. If you have any queries or questions please don't hesitate to contact us at [admin@dunhillmedical.org.uk](mailto:admin@dunhillmedical.org.uk). If the option "Resume" is showing, then the application has not yet been submitted and can be edited.

If you are seeing this page because you have been invited to participate in the preparation of a grant application as co-applicant, administrative officer (e.g. Finance Officer) or approver (e.g. Head of Department), please scroll to the application in question - there may be more than one - (the lead applicant should have sent you the details when they asked you to participate) and click on "Resume".

**Academic and clinical researcher applicants: having difficulty with your ORCID profile?**

Please ensure that your ORCID profile setting is set to "Public"; otherwise the relevant sections about the Principal Investigator (lead applicant) in the application form cannot be populated.

**Looking for the "submit" button?**

Please note that until **all participants** have marked their section as complete and submitted their contribution, the "Submit" button for your application will not appear and you will not be able to submit it. The application summary page shows the status of each section so please do check and remind any contributors you have invited to participate in the preparation of your application what they need to do.

**Known fault with the pdf maker**

If you have generated a pdf version of your application, you may notice that it indicates that the total amount for which you have applied is shown as £0. This is simply a technical glitch with the pdf maker functionality which is in the process of being addressed. Don't worry, we will be able to see your full budget and the amount for which you have applied.

#### Your application(s)

RPGF171111	Awarded: 22/12/2017 Report(s) due by 01/07/2018	View	Reporting
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The green box shows the date by which reports are due. Select the reporting button to see the reports that are due for submission.

When the list of reports appears select *view form* against the next financial statement.

## Reports & activities for:2017-11 Research project grant - FULL : RPGF171111

Applicant Name: <b>Harriet Cook</b> Shoe Kicks	Stage: Awarded (£49,188.30)	Status: Awarded
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### Reporting Forms - progress reports, monitoring & other forms

Reporting forms relating to this grant are available below. Please complete any outstanding forms, or you can submit a new form.

Name	Date Due	Assigned to	Status	Submitted by		
Finance Report for Research Project Grants - (Reporting) Q1 Year 1	01/01/2018	Harriet Cook	In Progress		<a href="#">View Form</a>	<a href="#">Complete Form</a>

Only the next reporting period (quarterly from the grant start date) will show:

Page 1 of 1: Financial Statement

**Current form:**  
Finance Report for Research Project Grants (1)  
RPGF171111

0% complete

Officer: Jack Parkes  
Dr Harriet Cook  
Shoe Kicks

Date Due: 01/01/2018  
In Progress

Print form Download as PDF

View instructions

Once you have completed all questions on this reporting form, a 'Submit form' button will become available. Once submitted, your report will be reviewed by Dunhill Medical Trust staff.  
Questions marked with an \* are mandatory.

Save page

Key: \* Required field

Please detail your actual expenditure against the costs you specified within your application.

Budget heading		Q1 Year 1	Q2 Year 1	Total
<b>Salary:</b>				
Salary	Actual Expenditure	£0.00		£14,882.00
	Awarded amount	£7,441.00	£7,441.00	£29,764.00
<b>NI &amp; pension:</b>				
NI & pension	Actual Expenditure	£0.00		£4,233.00
	Awarded amount	£2,116.00	£2,116.00	£8,464.00

For each item of expenditure, complete the column highlighted in blue to show your actual expenditure for that quarter versus that forecasted.

You will then need to complete the following question and if you wish to upload any supporting invoices, such as those from publishers for open access claims or your institutional invoice that corresponds with this claim.

**Please list any equipment purchased with the grant monies for this period.**

If you have not purchased any equipment please enter N/A.

**Please upload copies of any invoices that would support your claim.**

Choose your file(s) or drag and drop files here to upload

File name	Date uploaded	Action

Save page

The form can be saved at any point, but the submit button will only appear once the form has been completed.

### Page 1 of 1: Financial Statement

**Current form:**  
Finance Report for Research Project Grants (1)  
RPGF1711\1

**Officer: Jack Parkes**  
**Dr Harriet Cook**  
**Shoe Kicks**

Print form   Download as PDF

[View instructions](#)

**100% complete**

Date Due: 01/01/2018

**In Progress**

Submit form   Close

Once you have completed all questions on this reporting form, a '**Submit form**' button will become available. Once submitted, your report will be reviewed by Dunhill Medical Trust staff.

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Save page