



Instructions for submitting financial statement

Log on to the portal with the details created when the application was made. Please contact us if you need assistance with this.

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 applicant will then appear as shown below:

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The menu includes 'Available grants', 'My applications' (highlighted), 'My account', and 'My contact details'. The main content area is titled 'Application overview for Dunhill Medical Trust' and contains several paragraphs of text and a table of applications.

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. 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)

RPGF1711\11	Awarded: 22/12/2017 Report(s) due by 01/07/2018	View
		Reporting

The green box shows the due date for your report. Select the reporting button to see the reports that are due for submission and then view against the next financial statement. Only the next reporting period (yearly 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

Officers: Jack Parkes Date Due: 01/01/2018
 Dr Harriet Cook **In Progress**
 ShoeKicks

[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.

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
Salary:				
Salary	<input type="checkbox"/> <input type="radio"/> Actual Expenditure	<input type="text" value="£0.00"/>		£14,887.00
	Awarded amount	£7,441.00	£7,441.00	£29,764.00
NI & pension:				
NI & pension	<input type="checkbox"/> <input type="radio"/> Actual Expenditure	<input type="text" value="£0.00"/>		£4,232.00
	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 year versus what was forecast.

You will then need to complete the following question and if you wish, you can upload any supporting documents.

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.

or drag and drop files here to upload

File name	Date uploaded	Action

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