



Managing your award

A guide to using Flexi-Grant[®] and submitting reporting forms

January 2021



Grant management

As an Award holder, you are required to manage your Award for its duration. If you have any questions about managing your grant, please contact the staff leads for your scheme, which are identified on the [scheme's webpage](#).

Throughout the duration of your award period should you need to amend your Award in any way you will need to submit a request through our online grant management platform, [Flexi-Grant®](#). Reporting on your Award can also be performed through this platform.

If you are considering making any significant amendments to your research project, you must notify us as soon as possible. Requests must be submitted for approval **in advance** of any amendment taking place. Such requests will be considered on a case by case basis. Examples of circumstances under which we should be notified are: change of host institution, change of supervisory arrangements, or significant findings that might lead to altered aims and objectives or major experimental plan changes.

If you would like to extend your Award period, please contact us as soon as possible to discuss a possible time-only no-cost extension to your grant. Requests for extensions should be made prior to your award end date, and will be considered on a case by case basis.

The following guide will walk you through how to use our Flexi-Grant® system and also explain the different reports that you can submit. If you have any questions please contact the staff leads for your scheme or the Grants Team via grants@acmedsci.ac.uk



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Amendment to research requests

Prior to making any significant amendments to your Award, you must first submit an amendment to research request to us.

This form should be submitted in advance of any amendment that affects your research project, **not** retrospectively.

Amendments will be considered on a case by case basis. Examples of circumstances under which the Academy should be notified include:

- No-cost, time only extensions
- Change of host institution
- Change of supervisory arrangements
- Change of major collaborators
- Significant findings that might lead to altered aims and objectives or major experimental plan changes
- Virement of funds between budget headings
- Other, not listed above

No-cost, time only extensions requests

If you would like to extend your Award period you can discuss with staff leads the possibility of a no-cost, time only extension.

We ask that you make as few requests, as possible, for each Award and therefore, encourage you **wait until the last three months of the Award**, so that all factors can be considered and multiple requests for the same Award can be reduced. Please note that all requests for extensions should be made prior to your Award end date. We will continue to consider requests for no-cost extensions on a case-by-case basis.

Examples of circumstances under which the Academy may authorise a no-cost, time-only extension:

- Delayed start date
- Part time hours working arrangement
- Sick / parental / compassionate leave
- Secondment
- Inaccessibility to e.g. materials, equipment, samples
- To make use of an underspend
- Delay in ethical approval / recruitment
- Other, not listed above

Please note that to request a no-cost, time-only extension, this form should be completed at least one month before the original end date. Requests submitted after this date may not be considered.

Periods of absence

Award holders are entitled to take periods of absence from their grant for maternity, paternity and adoption leave as well as periods of long term sickness. You may apply for a no-cost extension to your grant to account for time lost due to periods of absence; you must apply for such an extension prior to your award end date. For the majority of schemes supplements to the grant will not be provided. However, if your Award supports your salary you may be entitled to a supplement to cover maternity/paternity/adoption leave. Please contact staff leads for more information.

Should you wish to pause all of your Award activities, i.e. with neither yourself nor any team members working on the project, you may wish to put your Award into abeyance. Please email your scheme's staff leads to discuss if this is a viable option.

Changes to your aims and objectives

Over the course of your Award you may wish to significantly alter the original experimental plan and activities noted in your application. Prior to making these changes you must first submit a formal request.

At the Panel meeting where your application outcome was decided, the Panel chose to fund your application based on the experimental plan and activities outlined. As such, any changes to these must first be approved by the Panel before being implemented.

Virement of funds

During your Award you may wish to utilise funds differently to that originally described in your application. Before doing so you must first formally submit a request to vire funds between budget headings. **Before completing a formal request please refer to advice in the Grant Conditions on eligible costs that can be covered by the Award.**

If you are utilising funds **under the same budget heading** for a similar item then you do **not** need to formally request this change. For example, if you have outlined a specific kit under the 'Consumables' budget heading and you would now like to purchase a different kit, then, as you are spending within the same budget heading, you do not need to submit a formal request.

If you would like to vire funds **between** budget headings you **will** need to submit a formal request – note these requests cannot be submitted retrospectively. For example, if you have not used any funds under your 'Travel' budget heading and would like to instead put it towards 'Publications' or 'Consumables'.

If you are unsure about the virement you would like to make please contact your scheme's staff leads before submitting a formal request.

Equipment

If you are a **Springboard awardee** and would like to purchase equipment with a value of £10,000 or over, **irrespective** of whether you need to vire funds between budget headings or not, you will need to submit a formal request to use your Award funding in this way. Note that these requests must also be approved by the Springboard Panel.

If you are a **Newton International or Newton Advanced Fellow**, please refer to the detailed advice in the Grant Conditions prior to purchasing any equipment

How to: Submit an amendment request

Application Portal

[My bookmarks](#) [My downloads](#) [My account](#) [Log off](#) [Help](#)

 **The Academy of Medical Sciences**

Welcome to the Academy of Medical Sciences' grant management system



The Academy of Medical Sciences is the independent body in the UK that represents the diverse spectrum of medical science, from basic research through clinical application to healthcare delivery. Our mission is to promote medical science and its translation into benefits for society.

The Academy's Flexi-Grant[®] enables users to apply for, and manage, Academy grants and programmes online.

Please read the relevant [Grant Schemes pages for further details](#) about our application process and eligibility criteria.

If you are new to the system you can easily register by clicking the button below. Once logged in, the 'Application Portal' at the top left of this page is where you can start a new application or manage your existing applications and awards.

Select a scheme to start an application

To submit an amendment request, first login to your Flexi-Grant[®] account.

Once logged in go to 'My account'

[Flexi-Grant[®]](#)





- My account**
- My contact details
- Available grants
- My applications**
- My downloads

My account

Holly Sinclair

This form shows your current contact information. You can use the link(s) below to update your contact and organisation details. Once you have updated your information use the menu on left to return to the Portal Homepage.



Username: [REDACTED]

Type of user: Applicant

Organisation:

T: 02031413269 - (Work) S: (no record)

E: [REDACTED]

W: (no record)

Primary address:
41 Portland Place, London, United Kingdom

Update my user account details

You can use the link below to update your password.

[Change password](#)

Once in your account, toggle to 'My applications' in the left-hand side menu

Application Portal Logged in as (Applicant)

[My bookmarks](#) [My downloads](#) [My account](#) [Log off](#) [Help](#)

The Academy of Medical Sciences

- My account
- My contact details
- My organisation
- Available grants
- My applications**
- My downloads

Application overview for the Academy of Medical Sciences

Welcome to the Academy of Medical Sciences application page. On this page you will be able to see all the applications that are currently in progress. If you have any questions, please don't hesitate to contact us at grants@acmedsci.ac.uk.

Your application(s)

SBF002\1076	Awarded: 16/05/2017	View
Grant:	Springboard Round 2	Reporting
Project:	How does maternal environment influence fetal health?	
Applicant:	Holly Sinclair	
Organisation:	University of Southampton	



This page will display all of your applications to the Academy. Find the Award you would like to report on and click 'Reporting' on the far right of the Award details.

-  My account
-  My contact details
-  My organisation
-  Available grants
-  My applications
-  My downloads



Reports & activities for: Springboard Round 2 : SBF00 [REDACTED]

Applicant Name:

[REDACTED]

Stage:

Awarded
(£99,977.00)

Status:

Awarded

Related Applications:

[REDACTED]

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.

[New form](#)

Name	Date Due	Assigned to	Status	Submitted by
Application form for amendments to research projects (Reporting)		[REDACTED]	Accepted	[REDACTED]
Application form for a no-cost, time-only extension (UK) (Reporting)			Accepted	[REDACTED]
Final Expenditure Report (Reporting)			Accepted	[REDACTED]

You will now be presented with a summary of all reports associated with this Award. The summary table shows, from left to right, the report name, the due date assigned by staff leads if returned to you for editing, the person the report is currently assigned to, the status of the report and who submitted the report.

To start a new request, click 'New form'

Reports & activities for: Springboard Round 2 : SBF00 [REDACTED]

Applicant Name:

[REDACTED]

Stage:

Awarded
(£99,977.00)

Status:

Awarded

Related Applications:

[REDACTED]

Reporting Forms - progress reports, monitoring & other forms

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[New form](#)

Name	Date Due	Assigned to	Status	Submitted by
Application form for amendments to research projects (Reporting)		[REDACTED]	Accepted	[REDACTED]
Application form for a no-cost, time-only extension (UK) (Reporting)		[REDACTED]	Accepted	[REDACTED]
Final Expenditure Report (Reporting)		[REDACTED]	Accepted	[REDACTED]

View Form

Print Form

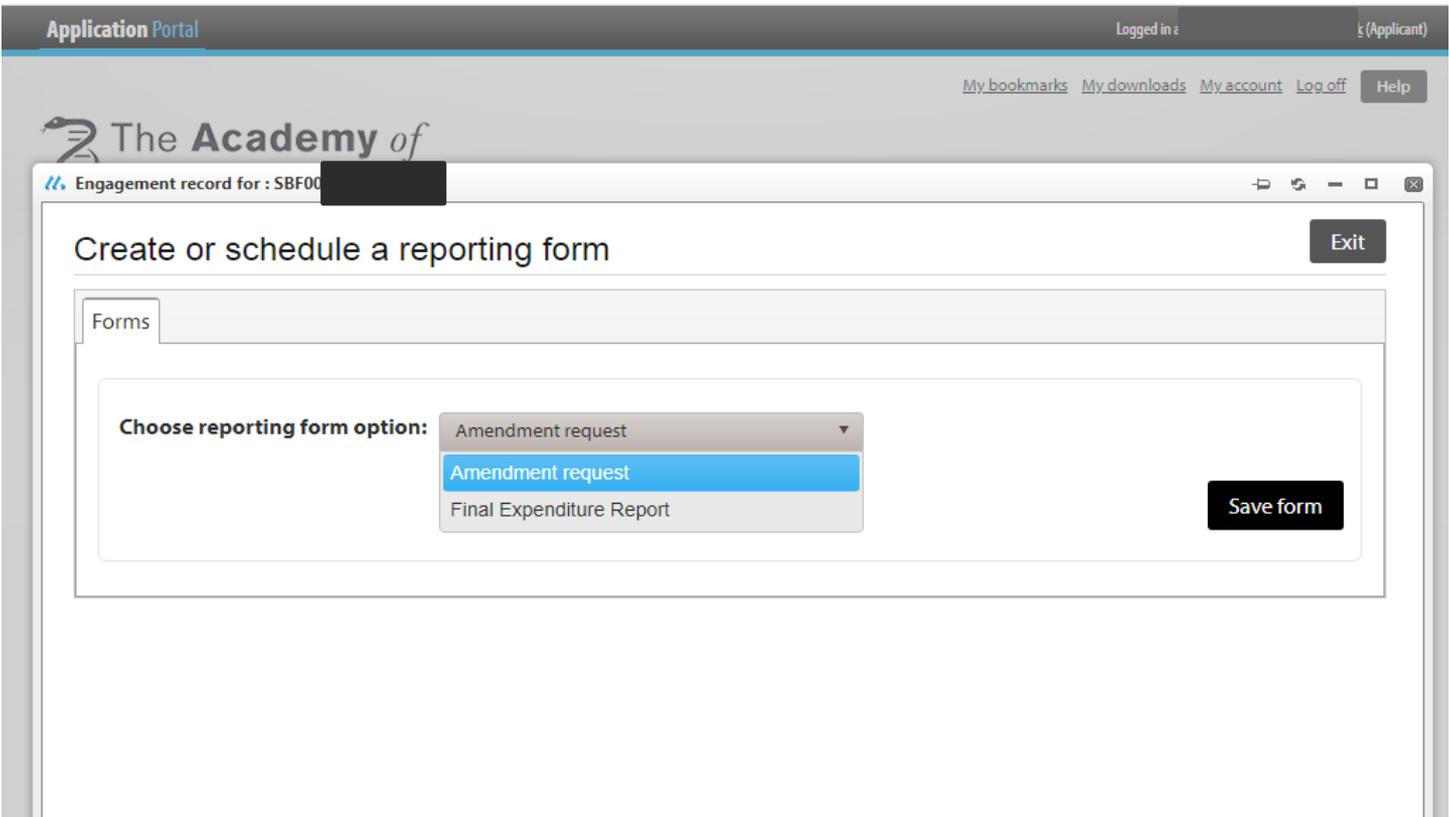
Complete Form

Delete

To the far right of each report are three vertical dots, please use these to make changes or to view your report.

To **edit** the request, please choose 'Complete Form'

To simply **view** the report, please choose 'View Form'



Once you have clicked 'New Form', a pop up will then appear asking you to choose which reporting form you would like to pick. For amendment requests please choose the 'Amendment request' form then click 'Save form'

Amendment request (1)

0% complete

What features of bacterial carbohydrate sulfatases can be exploited for human health?

SBF005

Not started

Officer:

[Redacted]

Print form

Download as PDF

[View eligibility criteria](#)

This form should be submitted **in advance** of any amendment that affects your research project, **not retrospectively**.

Amendments will be considered on a case by case basis. Examples of circumstances under which the Academy should be notified include:

- No-cost, time only extensions
- Change of host institution
- Change of supervisory arrangements
- Change of major collaborators
- Significant findings that might lead to altered aims and objectives or major experimental plan changes
- Virement of funds between budget headings
- Other, not listed above

Examples of circumstances under which the Academy **may** authorise a no-cost, time-only extension:

- Delayed start date
- Part time hours working arrangement
- Sick / parental / compassionate leave
- Secondment
- Inaccessibility to e.g. materials, equipment
- To make use of an underspend
- Delay in ethical approval / recruitment
- Other, not listed above

Please note that to request a no-cost, time-only extension you must request the original end date. Requests submitted at

Once you have started a request form you will be taken to the main page of the report. Here you will find instructions pertaining to your particular Award.

At the bottom of this page are the two sections to complete: the request itself and the signatures page.

Click the 'Start' button to complete your request form

Number	Page	Est. time to complete	Status	Required documents
1	Award and amendment request details		Not Started	Start
2	Signatures		Not Started	0 / 1 Start

- Available grants
- My applications
- My downloads

Amendment request (1) 0% complete

What features of bacterial carbohydrate sulfatases can be exploited for human health?
SBF005

Officer: [Redacted]

In Progress

[Print form](#) [Download as PDF](#)

[View eligibility criteria](#)

You will be logged out after 118 minutes 37 seconds of inactivity. Please ensure that you save your work regularly.

[Return to Summary](#) [Save progress](#) [Next page >](#)

Project title

*

Project duration

Project start date (as stated in your grant acceptance form) *

Current project end date *

What is the nature of your change request?
Please note: your answer to this question will modify the guidance you are given in the following question, so please ensure this is correct.

Are there any financial implications to this request?

Yes

No



What is the nature of your change request?
Please note: your answer to this question will modify the guidance you are given in the following question, so please ensure this is correct.

*

-
- No-cost, time only extension
- Amendment to host institution, supervisory arrangements or major collaborations
- Amendment to aims and objectives, or experimental plan *
- Career break
- Other, not listed above

At the start of the request form you will be asked to select the type of amendment you would like to make.

Please note that the form is responsive and your answers will alter the subsequent questions. Once you have selected the type of amendment, please complete the form as appropriate.

If you would like to request a no-cost time only extension in addition to another amendment such as a virement, please select 'No-cost, time only extension' and describe the other request within the subsequent text boxes.

Number	Page	Est. time to complete	Status	Required documents
1	Award and amendment request details		Not Started	Start
2	Signatures		Not Started	0 / 1 Start



Amendment request (1) 0% complete

What features of bacterial carbohydrate sulfatases can be exploited for human health?

SBF005: [redacted]

Officer: [redacted]

[redacted]

In Progress

Print form Download as PDF



Signatures

Signatures of the Award Holder, the Academic Supervisor or the Head of Department and the Research or Finance Office are required to accompany the submission of this extension request.

To provide the necessary signatures, please download a PDF copy of this form (click 'Download as PDF' at the top of the page), print, obtain written signatures (not typed) using the designated tables below and upload a signed version of this form here.

Choose your file(s) Drop files here to upload

File name	Date uploaded	Action
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Once you have completed the request form you will need to obtain appropriate signatures. Firstly 'Start' the Signatures page, entering the details of the relevant signatories.

For all Awards, wet, or electronic if necessary, signatures are required. To do this, at the top of the page click 'Download as PDF'. This will produce a PDF of your complete request form, including the signatures page. Once you have obtained the relevant wet signatures, scan the request form to your computer.

Within the 'Signatures' page there is a file upload section. Use this option to upload the signed and dated form. Please note that the request form uploaded here must be identical to the digital version.

Please note that typed out 'signatures' will not be accepted.

Final expenditure reports

To close your award you must complete a Final Expenditure Report. This report must be submitted within three months of your Award end date, as stated in your Grant Conditions.

Holders of the Daniel Turnberg UK/Middle East Travel Fellowship must instead complete an End of Grant Report ([available to download here](#)) within three months of completion of their visit.

Holders of the Hamied Foundation UK-India AMR Visiting Professorship must instead complete an End of Visit Report within 6 weeks of completion of the visit.

Underspend

Depending on your Award you may need to return any unspent funds to the Academy. If you would like to utilise these remaining funds, please instead submit a no-cost, time only extension request; this should be submitted prior to the end of your Award.

Please refer to your Grant Conditions to read the specific details for your scheme. Please do not return any unspent funds until your Final Expenditure Report has been approved by the Academy.

To submit a Final Expenditure Report, please refer to pages 8 to 16 as the process is similar to that of an 'Amendment request' submission. However, when asked to select a reporting form please choose 'Final Expenditure Report'

The screenshot displays the 'Application Portal' interface. At the top, it shows 'Application Portal' on the left, 'Logged in as (Applicant)' on the right, and navigation links for 'My bookmarks', 'My downloads', 'My account', 'Log off', and 'Help'. The main content area is titled 'Create or schedule a reporting form' and includes an 'Exit' button. Below this is a 'Forms' section with a 'Choose reporting form option:' label. A dropdown menu is open, showing 'Amendment request' (highlighted in blue) and 'Final Expenditure Report'. A purple arrow points to the 'Final Expenditure Report' option. A 'Save form' button is located to the right of the dropdown menu.

Please refer to pages 11 to 16 for a guide of how to navigate the different pages of the form, including the Signatures page.

Award details

Project title

Award amount

Project start date

Project end date

Grant expenditure *

Please detail below the items that your grant was awarded for using a similar breakdown as in your original application and the total amount now spent.

Item	Total amount budgeted	Total amount spent
<input type="text"/> *	<input type="text" value="£0.00"/> *	<input type="text" value="£0.00"/> *
<input type="text"/> *	<input type="text" value="£0.00"/> *	<input type="text" value="£0.00"/> *
Totals	0.00	0.00

Provide a brief explanation for any significant variance between your original plans and actual expenditure.

*

Underspend

Please state the value of any remaining unspent funds.

*

[Return to Summary](#) [Next page >](#)

Within the Final Expenditure Report you will be asked to detail your grant expenditure. Please note that the 'Total amount budgeted' column must be identical to that presented in your original application, i.e. each item listed and the total amount budgeted must be the same as that shown in your application's the budget table.

In the free text box below the table please explain any variations between your 'budgeted' and 'spent' totals. Please include details of any virement requests that you have submitted to the Academy.

Annual expenditure reports

[Scheme specific]

If you are a holder of a/an:

- Newton Advanced Fellowship
- Newton International Fellowship
- AMS Professorship

Then in addition to the Final Expenditure Report at the end of your Award you will also need to submit an Annual Expenditure Report after each year prior. For example, if you hold a two year Award you would submit an Annual Expenditure Report in Year 1, and a Final Expenditure Report in Year 2.

Much like the Final Expenditure Report you will be expected to reflect on your expenditure from the previous year, comparing it to the amount budgeted in your original application budget. You will also need to explain any significant variations between your original plans and the actual expenditure.

Have a question?

Please reach out to the staff leads for your scheme who will be more than happy to help. You can find your team via our website:

- [AMS Professorships](#)
- [Clinician Scientist Fellowships](#)
- [Daniel Turnberg Travel Fellowships](#)
- [Global Challenges Research Fund Networking Grants](#)
- [Hamied Foundation UK-India AMR Visiting Professorships](#)
- [Newton Advanced Fellowship](#)
- [Newton International Fellowship](#)
- [Springboard](#)
- [Springboard – Health of the Public 2040](#)
- [Starter Grants for Clinical Lecturers](#)