

## Guidance Notes for Reporting on Institutional Links Funding

Institutional Links grant reporting consists of narrative reporting on the progress of the research project on ResearchFish (for details, please refer to your grant agreement) and financial reporting on the expenditure against total grant funding on the financial reporting template.

### INTERIM REPORTING

- **Guidance:** before completing your report, please refer to the relevant application guidance for your call, including country-specific guidance in Annex 1. If the financial report is to be passed to your finance department, please ensure this guidance is also provided in order to assist whoever will be completing the report.
- **Timeframe:** reports are due every six months.  
Please note that interim reports are required to be submitted even if no expenditure has taken place during the reporting period. Applicants are advised to submit a nil return on the financial reporting template and provide the reasons why expenditure has not taken place.
- **Receipts:** please index receipts and other evidence of expenditure to the relevant line in the financial reporting spreadsheet. You are required to submit scanned copies of receipts for all expenditure over £500, including staff costs, and for all international flights. Evidence of staff costs may include copies of contracts, time-sheets or bank/personnel statements annotated to indicate how the amounts reported have been calculated.

Receipts that are not in English must be annotated with the description of the cost, the cost category it falls under and the exchange rate used to convert the amount to GBP.

Further to this, please note that you must keep **all original receipts and evidence of expenditure** in case you are subject to a full audit, as found in the grant agreement. We will conduct detailed desk checks on around 10% of grants, chosen at random. If you are chosen for one of these checks, we will request supporting documentation for all expenditure.

- **Exchange Rates and Match Funding:** while reporting on expenditure incurred in-country by partner country institutions please ensure that the rate used to convert the amount spent in partner country to GBP is clearly written on the receipt and is the same as the rate used for disbursement of funds to the partner country institution. There is an additional match funding sheet labelled "Match Funded in the financial reporting template which should be used to record match funding. Please also add a note in the comments column if the match is a matched effort rather than a precise financial match.

- **Percentage Limits on Expenditure:** please ensure that expenditure is kept within the budgetary limits as agreed in the grant agreement, overall percentage limits (for example for staff and research related costs) as well as the country specific percentages as detailed in the relevant Guidance for Applicants. Financial reports must comply with all overall and country specific percentage limits.
- **Disbursement:** please note that, if providing disbursements / transfers of funding to partner country institutions, actual expenditure amounts should be reported on the financial reporting sheet and **evidence of expenditure by the partner country institution and corresponding copies of receipts must be provided.** For receipts that are not in English, please read the section titled “Receipts” above for instructions. Also, as the partner country institution may be subject to audit, they must keep **all original receipts and evidence of expenditure.**
- **Ineligible costs:** Please be aware of ineligible costs as outlined in the relevant guidelines for applicants.
- **Transfer of funds between different categories:** transfers of up to 20% of the total budget between cost categories are permitted. However, if transfers are made, this needs to be clearly explained in the comments column including the amounts transferred. Also the new category totals must not exceed the percentage threshold set as per the relevant Institutional Links Application guidance document. Please ensure that you are still within the overall percentage threshold for research costs and country-specific percentage thresholds.
- **Future grant payments and recovery of underspend:** assessment of your financial report could also result in a recovery of the grant, eg. due to unapproved spend on items, underspend of the grant, etc. Grants cannot be carried forward past the end date named in your grant agreement, except where there has been an approved extension to your project.
- **Outputs:** we are always pleased to see the outputs from Newton funded activities. If you have any outputs from your research, such as publications or reports, please email them to us or send us a web link to your materials.

## FINAL REPORTING

- **Guidance:** Please look at the guidance for interim reporting as this applies to final reporting as well.
- **Timeframe:** Final reports are due on the grant agreement end date. If an extension has been agreed to the period of your grant, the final report will be on that new end date.

# INSTITUTIONAL LINKS

[www.britishcouncil.org](http://www.britishcouncil.org)



- **Declaration:** Please ensure that the declaration sheet (included in the financial report template) is signed, scanned and emailed along with the financial report.

If you have any questions about reporting for this Newton Fund institutional Links call please contact the team at [UK-InstitutionalLinks@britishcouncil.org](mailto:UK-InstitutionalLinks@britishcouncil.org)