

Annex B: Annual monitoring statement guidance

1. The annual monitoring statement (AMS) monitors the use of special initiative funding outside the main teaching and research funding allocation.
2. The general condition of HEFCE funding still applies: we do not fund ahead of need. If expenditure on any project has slipped substantially, please contact us immediately to discuss whether it is appropriate to re-profile payments.
3. The AMS should be signed off by the accountable officer. The login details for uploading the AMS to the HEFCE extranet will be sent to institutions' accountable officers along with AMS guidance and updates, which will also be sent to AMS contacts in early October. You will not be able to access the statement until you have these details. If an institution wishes to amend its AMS contact details, an email should be sent to the AMS helpdesk (ams@hefce.ac.uk).
4. This year's AMS has questions on the following areas:
 - for all higher education institutions (HEIs):
 - equality and diversity monitoring of governors
 - for HEIs that receive this strand of funding:
 - knowledge exchange formula funding (through Higher Education Innovation Funding)
 - HEFCE funding for university museums and galleries
 - postgraduate support scheme (PSS).
5. Institutions that receive Higher Education Innovation Funding (HEIF) should follow the additional guidance and login instructions included in the guidance to access and complete a spreadsheet relating to this funding.
6. For the equality and diversity, knowledge exchange and museum and galleries questions we request information on activities running from 1 August 2014 to 31 July 2015. Although these questions ask HEIs to report on the position at 31 July 2015, we expect them to provide a description in the appropriate text box of any significant changes after that date. This makes sure that we are working with the most up-to-date information when reviewing the returns.
7. The PSS questions refer to the 2015-16 academic year.
8. Below is the sample AMS for 2015. We will supply the actual AMS template for completion in early October 2015.
9. If you have any questions regarding the completion and submission of the AMS, please contact the AMS helpdesk (tel 0117 931 7309, email ams@hefce.ac.uk).

Sample annual monitoring statement 2015

This sample statement is for reference only. The actual annual monitoring statement (AMS) will be available in early October 2015. We will write to the accountable officer and the AMS contact in each higher education institution (HEI) before then about how to access the templates and how to return information to us.

Annual monitoring statement 2015

This should be signed off by the institution's accountable officer by the end of **Wednesday 2 December 2015**. Enquiries should be directed to the AMS helpdesk on 0117 931 7309 or to ams@hefce.ac.uk.

Equality and diversity monitoring of governors

Complete the following tables giving the breakdown numbers of your governors by the following characteristics, using the most recent data available (including both ex-officio and lay, elected or appointed members):

1) Gender

Male	
Female	
Other	
Prefer not to say	
Undeclared	

2) Ethnic group

White	
Mixed or multiple ethnic groups	
Asian or Asian British	
Black, African, Caribbean or Black British	
Other ethnic group	
Undeclared	

3) Disability

Yes	
No	
Undeclared	

4) Census date:

5) Number of governor vacancies at census date:

Knowledge exchange formula funding (through HEIF)

- 6) For 2014-15 your HEI received £[varies by institution] in HEFCE knowledge exchange funding (also known as Higher Education Innovation Funding or HEIF) as well as a £[varies by institution] top up.
- a) Do any funds remain unspent at the end of academic year 2014-15?

Yes/No

- b) If yes, what is the total amount of underspending? (Include underspending carried over from previous academic years.)

- 7) Have you made changes to your spending in academic year 2014-15, compared with your projected allocation of funds in Table B of your knowledge exchange strategy? If so, provide updated information in the spreadsheet linked to this question via [URL to be supplied], and give a brief explanation of the reasons for the change in the comments box below.

- 8) If you have had a significant achievement in the last year, please provide one case study outlining the specific activity, the company, companies, organisation or organisations you engaged with, and what was achieved.

- 9) Looking more narrowly at performance in terms of Higher Education – Business and Community Interaction survey income metrics, please comment on:

- any major changes (plus or minus) to the income metrics that are a significant focus of your overall knowledge exchange strategy or plan for the use of HEIF.
- any action that you are taking in consequence, related to the use of HEIF.

HEFCE funding for university museums and galleries

10) For 2014-15 your HEI received £[*varies by institution*] in museums and galleries funding to support one or more museums. For each funded museum, where available, provide the following information:

- number of higher education visits
- number of further education visits
- number of HEI courses drawing on the collection
- number of loans made (including number of items and whether national or international)
- percentage of collection documented
- number of website visits
- number of exhibitions
- number of pupils on school visits
- number of public events
- number of visitors.

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Postgraduate support scheme

11) For 2015-16 your HEI received £[*varies by institution*] of postgraduate support (PSS) funding for [varies by institution] PSS awards. How many PSS awards have been delivered to students at your institution? NB: HEFCE may reclaim any unallocated funds.

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12) How much matched funding was generated for the PSS awards? Please include amounts, sources, and forms (for instance, institutional matching of funding in the form of fee waivers) and any other detail you are able to give us at this stage.

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13) Please describe the types of student groups targeted for these awards and the extent to which your institution was able to deliver awards to those groups. Was it necessary to broaden criteria during the recruitment cycle? Were there particular challenges associated with assessing eligibility?

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Declaration

(to be signed by the institution's accountable officer)

I confirm that the information provided above is correct.

Name

Title

Email