

Annex C. Monitoring template

Lead University:	
Collaborating partners:	
Project Title:	
Lead contact (email):	

Costings	Proposed Expenditure	Actual expenditure to date	Please account (in detail) for any variances or changes in planned spend (including timescales) where allocation has been spent.
Each of the costings set out in the proposal will be listed here.	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
Total	£	£	

Deliverables	Proposed delivery date	Update. Where completed please confirm the date of completion.
Each deliverable set out in the proposal will be listed here.		

Impact on the HEI financial position & sustainability	Provide an update with a strong narrative and appropriate figures
Year One	
Each impact set out in the proposal will be listed here.	
Year Two	
Where included.	
Year Three	
Total	

Evaluation
 In order to enable us to assess the effectiveness of the investment, please set out plans for evaluating the investment and provide updates on the outcomes of the evaluation as it takes place. Information should be used to inform the mainstreaming of activity, any future investment and will inform HEFCW’s evaluation of the funding.

Governance
 Please detail how the funding has been monitored in line with the governance structures set out in the agreed proposals.

I confirm that information provided is correct and that the funding has been spent in accordance with the institution’s original intentions as agreed with HEFCW.

Signature (Accountable Officer of Lead Institution):		Date:	
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