# Governance Plan – UKRI COVID-19 Allocation

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| Organisation name |  |
| CoA Allocation (£) |  |
| Disciplinary balance UKRI portfolio | *As indicated in the Je-S Offer Document* |
| Maximum ‘change of use’ permitted | *As indicated in the Je-S Offer Document* |
| Principal investigator | *Responsible owner of the CoA award* |

**General guidance on the CoA Governance Plan**

Please use the template below to describe how your organisation will prioritise the use of any allocation. The Governance Plan must not exceed three sides of A4.

In the boxes below, please do not use any personal identifiers or provide information on grant-by-grant basis.

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| **Framework and governance** |
| *Describe the framework, governance and considerations of the decision-making process that your organisation will use to prioritise the use of the allocation before it is confirmed. Decision-making committee membership should include representation from the affected disciplines.* |
| **Assurance mechanism to maintain the disciplinary balance** |
| *Organisations are themselves best-placed to determine priorities for additional support to sustain their UKRI-supported research and research staff, capabilities and infrastructure.*  *Please describe the mechanism by which your organisation will distribute the CoA funding making sure that:*   * *the CoA funding will maintain the disciplinary balance that is reflected in the distribution of your organisation’s grant funding ending 2020/21 by Council. A 10% variation of the organisation’s disciplinary balance is acceptable.* * *cross-Council activities receive appropriate support.* * *at least 35% of the allocation is used to fund directly incurred activity.* * *the funding meets the aims of the allocation described in Paragraph 1.2 of the Terms and Conditions.* * *support for co-funded activities is proportionate to UKRI contributions* |
| **Assurance mechanism to maintain the funding balance % split by protected characteristics** |
| *Organisations are themselves best-placed to determine the balance by protected characteristics to mitigate disadvantages to protected groups incurred through the pandemic and its impacts. Please describe the mechanism by which your organisation will distribute the CoA funding making sure that:*   * *the CoA funding will maintain the balance of your organisation’s 2020/21 grant funding by protected characteristics, seeking to mitigate disadvantages to protected groups incurred through the pandemic and its impacts.* * *you outline the balance by which your organisation will distribute the CoA by protected characteristics in line with the Equality Act 2010.* |
| **‘Change of use’ of funds** |
| *The CoA award will consist of UKRI funding, and a permitted change of use in existing grant funding. Please provide a description on the change of use of funds from your organisations’ existing UKRI grant portfolio (this is restricted to grants with an end date after 31 March 2021).*  *UKRI will require organisations seeking to change the use of existing grants to make an internal charge against the existing grants and a corresponding internal credit to the allocation. Internal charges can be made against the directly allocated costs, the directly incurred costs (with the permission of the Principal Investigator), and the indirect costs associated with the direct costs. The transfers and charges to the allocation will be subject to UKRI Funding Assurance processes.* |

Please complete and submit your Governance Plan to [Covid19Allocation@ukri.org](mailto:Covid19Allocation@ukri.org) within 28 days after the receipt of the Je-S Offer Letter.