

Citizen science collaboration grant

Guidance for applicants on how to complete the Justification of Resources Document

All requested resources, including staff time, must be fully justified. Items that would ordinarily be found in an organisation should include justification, both for why they are required for the project and why they cannot be provided from the lead organisation's own resources.

The page limit for the Justification of Resources is maximum two sides of A4.

A maximum of £300,000 may be requested (80% fEC). Applicants are required to calculate the necessary costs to deliver their proposed project and give a breakdown of these requirements. The payroll costs of all staff, full or part-time, who work on the project, and whose time can be supported by a full audit trail may be included; and the need for such staff should be justified. To ensure that you do not miss any costings from the Je-S form or any justification of the items requested, please consult the guidelines below:

Cost to the proposal	Justification needed	Questions to consider and answer in the justification
Principal and co-investigator time	The time that the principal investigator and co-investigator(s) spend on the grant must be justified	How much time do you intend to dedicate to the project? Will you be doing all the research yourself? Have you factored in enough time to work with project partners and visit other collaborators? Are you only managing the staff on the project?
Researcher/ Technician/staff	Need to justify why any staff is needed for the proposed work and why the proposed time input is appropriate	Is the work of appropriate content or technical difficulty to warrant employing a researcher/technician/staff?
External contacts: Experts and public engagement	Need to explain why consulting with expert(s) is appropriate Need to justify any additional costs required to involve public volunteers, e.g. focus groups, inclusive innovation	Are planned collaborations with external contacts appropriate for project aims? Is the amount of contact time planned suitable for achieving project goals?
Travel and subsistence	Need to give a full break down of the costs in the Je-S form. For example, how many people are travelling and where are they going and why?	If you are planning to visit people to discuss your work, you should explain why those are the right people to talk to and how they can contribute to you meeting your objectives Travel costs incurred when using facilities should be included where necessary
Other directly incurred costs	Need to give a description of what has been requested and why Every item requested must be justified	You must justify the need for any equipment requested You must provide a breakdown of any costs which are included for bulk items

Other directly allocated costs	In some cases, such as use of internal facilities and shared staff costs, the basis of the costing doesn't need to be justified, but the need for the resources does	You need to explain what these are and why you need to use them. Have the appropriate permits and approvals been obtained if animals are to be used?
Estates and indirect costs	Do not need to be justified	
Research facilities (at research organisations)	Only time needs to be justified	You need to explain what you are using the facility for and why you need to use this facility

PLEASE NOTE:

- **When submitting your application in Je-S, you will be required to record costs at 100% fEC, but funding will be awarded by UKRI at 80% fEC.**

Incorporating partner costs into your proposal

The Citizen Science Collaboration Grant is only open to eligible research organisations, but the call encourages partnership with organisations from beyond research and higher education.

This guidance is intended to help applicants fully utilise the flexibility and provisions within Research Council grants to ensure that the contributions that partners and collaborators make to research projects can be recognised and, where appropriate, funded.

There are several basic criteria that must be adhered to:

- Funding can only be held by the eligible research organisation.
- Partners cannot apply independently in their own right for funding or be paid directly for their activities by UKRI. Involvement with the Citizen Science Collaboration Grant must be through awards held and administered by eligible Research Organisations.
- Funding is available for any activity that is directly related to the research project being proposed. Funding is not available for partners to continue to deliver their core business, and funds cannot be used outside the dates of the award itself.
- Applications must be costed on a Full Economic Cost (fEC) basis which seeks to make transparent the full costs of undertaking the research project. UKRI pay a percentage of this; for this scheme that percentage is 80% of the full economic costs. The Research Organisation will therefore need to be willing to meet 20% of any partner costs charged to the grant, as they would with costs for overseas academics, professional consultants, venue hire, etc.

There are several ways in which a partner can be involved in a research project, depending on the role they will play in the project.

Partners should be aware that there are rules around the funding of research projects by UKRI which the Research Organisations must adhere to. There needs to be a clear and open discussion with the academic partner about how a partner's role, and therefore contribution, will be costed into a proposal, and partners should be aware that there will be limitations on what is possible within the rules around funding of research projects. At the end of any project, the research organisation must be able to provide a full account for all costs that have been incurred that they wish to charge to the grant, should these be requested.

Guidance on eligible costs is provided in the [BBSRC Grants Guide](#).

Partners can contribute to projects in the following ways.

As Project Partners

Being named as a Project Partner is the most usual form of engagement by a partner organisation with a research project. To be a Project Partner, the partner must make a specific contribution (either in cash or in kind) to the research project. Resources to be provided by Project Partners should be clearly identified in the proposal. These contributions are not counted towards the total cost of the project in terms of the financial limits of the scheme. There is no minimum time or financial requirement for Project Partners.

Project Partners can charge their remaining, project-related costs back to the grant, provided this is very clearly set out in the application as being separate and distinct from the contribution they are making to the project to qualify as a 'Project Partner'. For example, it would be possible for the Project Partner to provide venue space and facilities as part of their contribution to the project, while charging salary costs for time working on the project and travel and subsistence to the grant. What is not permitted is to be named as a 'Project Partner' where the entire contribution to the project, be it staff time, venue and facilities costs, or other resources, is being charged to the grant.

As collaborators

Partners who are not making a financial or in-kind contribution to the research project, but who are involved in delivering the research project and its activities, can be named in the proposal as collaborators. While there is no specific space in the application form to name collaborating partners (unlike for Project Partners for whom there is a specific section on the form), these individuals/groups should be named and their involvement in the project should be carefully explained in the Case for Support. Collaborating partners can charge all project-related costs to the research project, providing they are agreed by the research team.

As consultants

Partners who are providing professional services, expertise, and/or resources to the research organisation(s) and therefore the project but are not contributing as a project partner (i.e. they are charging all costs to the research organisation and therefore the project) should be named as consultants. The involvement of these groups in the project should be detailed in the Case for Support, and any costs fully detailed in the Justification of Resources. Where a specific consultant is named a justification should be provided as to why that individual is considered the most appropriate individual to conduct the specific activities outlined and an assurance that the fees requested represent good value for money.

A final word on costs

As noted above, funding can be requested for the costs that partners incur that are directly related to the delivery of the research project being proposed. In some cases, it may also be appropriate to include small amounts of funding to facilitate or incentivise people to participate in research activities. For example, there may be a case for funding community participation where this involves a more significant than normal time commitment, is unavoidably inconvenient, onerous, difficult or disruptive for participants; where arrangements need to be put in place to cover participants' caring or other responsibilities to enable them to participate, or if it is considered necessary to sustain engagement over time. Such costs need to be necessary and essential for the successful completion of the research and fully justified in the application. Appropriate consideration should be given to institutional or other professional guidelines and to ethical and other considerations such as equity, distribution of any potential benefits or burdens from the research and future research sustainability.

Equipment is normally only purchased and owned by the Research Organisation (although it is recognised that in some cases it may be more cost effective to hire equipment from partners (e.g. for events they are hosting). In all cases the Research Organisation is responsible for ensuring that appropriate agreements, systems of accountability and provisions for ensuring appropriate value for money are put into place and that all relevant legal requirements are met.