

UKRI Future Leaders Fellowships

Round 4 Guidance for Applicants

September 2019

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Version History

This guidance has been significantly edited for clarity compared to previous versions used for rounds 1-3 of the Future Leaders Fellowships scheme.

These changes do not represent policy changes to the scheme, **except** for the guidance around Reduced Hours Fellowships for applicants with a business Host Organisation (Section 1.3.1)

Contents

1	Considerations before applying	5
1.1	Length of Fellowship	5
1.2	Project eligibility	5
1.3	Time committed to the fellowship	6
1.3.1	Reduced Hours Fellowships for business-hosted fellows	6
1.4	Part-time working	6
1.5	Spending time at Organisations other than the Host Organisation	7
1.6	Overseas applicants	7
1.7	Multiple submissions	7
1.8	Resubmission Policy	8
1.9	Responsibilities of the Fellow	8
1.10	Post Award Amendments	8
2	How to apply	10
2.1	Outline Proposal stage	10
2.2	Full proposal - submitted via the Je-S system	11
3	The Je-S application	13
3.1	The Je-S proposal form	16
3.1.1	Project details	16
3.1.2	Fellow details	16
3.1.2.1	Applicants from non-business Host Organisations (academic, HEIs, IROs, Institutes etc.)	17
3.1.2.2	Applicants from Catapult Host Organisations	17
3.1.2.3	Applicants from non-academic Hosts (e.g. businesses, RTOs, Organisations eligible for Innovate UK support)	18
3.1.3	Co-Investigator	18
3.1.4	Objectives for the full period of the fellowship	19
3.1.5	Summary	19
3.1.6	Beneficiaries	19
3.1.7	Impact summary	19
3.1.8	Other support	20
3.1.9	Related proposals	20
3.1.10	Staff	20
3.1.11	Resources	21
3.1.11.1	Costings for academic hosted Fellows - Equipment	21
3.1.11.2	Costings for academic Host Organisations - Other Directly Incurred and Directly Allocated costs	23
3.1.11.3	Costings for academic Host Organisations - Estates and Indirect costs	23
3.1.11.4	Overview of costings for business hosted fellows	24
3.1.11.5	Costings for business hosted fellows - Equipment	24
3.1.11.6	Costings for business hosted fellows - Overheads	25
3.1.11.7	Costings for business hosted fellows – Other	25
3.1.11.8	All applicants - Travel and subsistence	25
3.1.11.9	All applicants - Research and workshop facilities/existing equipment/capital	25
3.1.11.10	All applicants - Animal costs	26
3.1.12	Project Partners	26
3.1.12.1	Project partners involving research participants or providing biological samples	26
3.1.13	All applicants - Classifications	27
3.1.14	All applicants - Ethical information	27
3.1.15	All applicants - Nominated Reviewers	28
3.2	Attachments	28
3.2.1	CV and Outputs List	29

3.2.2	List of Publications	29
3.2.3	Workplan.....	29
3.2.4	Case for Support.....	29
3.2.5	Justification of Resources.....	31
3.2.6	Pathways to Impact.....	35
3.2.7	Facility Form Document Type	36
3.2.8	British Antarctic Survey Logistic Support	37
3.2.9	Technical Assessment	37
3.2.10	NERC ship time and aircraft requests	37
3.2.11	Data Management Plan.....	37
3.2.11.1	Level of risk.....	38
3.2.11.2	Cost of data sharing and preparing data for archiving.....	38
3.2.12	Head of Department Statement	38
3.2.13	Mentor Statement	39
3.2.14	Letters of Support	39
3.2.15	Proposal Cover Letter.....	39
4	Response to peer review comments (PI Response).....	41
	Annex 1 – State Aid – funding for businesses	42
	Annex 2 – Full Economic Costing in academic and analogous institutions	46
	Annex 3 – Animal use	47
	Annex 4 - List of Research Council Facilities (updated September 2019)	50

1 Considerations before applying

Please note this guidance should be read in conjunction with the [Overview of the scheme](#) and the [Frequently Asked Questions](#). There is also [additional guidance](#) for applicants applying via Host Organisations that are businesses.

1.1 Length of Fellowship

Future Leaders Fellowships (FLF) provide long-term flexible support, allowing fellows protected time to concentrate on their research/innovation, training and development and establishing an independent position by the end of their award.

Future Leaders Fellowships follow a 4(+3) model: funding is for four years with the option to extend for up to three additional years.

For business applicants, those in the user community or other applicants four years' support may be sufficient and there is no need to apply for a further three years of funding if this is not required.

For academically hosted applicants, it is expected that seven years' support will be desirable and is available on the 4(+3) model, with a review in year four.

Fellows should provide details and costing for the first four years in the first instance, or the equivalent length of time extended pro rata for part-time applicants (see section 1.3).

All fellows will have the option to extend for an additional three years (or the equivalent pro-rata) during the last year of their initial fellowship duration.

If applying for a 4(+3) model fellowship, the Case for Support should make clear the long-term aims of the programme, and why they matter and provide specific plans and costings for the first four years, as this is what will be peer reviewed at this point. Costings for the additional three years will be sought at the review stage in year 4.

It is expected that fellows may change direction over the course of their fellowship, in response to the changing research landscape or to meet business needs. Flexibility will be given post-funding should work packages or the workplan require alteration or the budget require reallocation (within the announced grant cash limit). See section 1.10 for more details.

1.2 Project eligibility

Fellowships are a grant which allows an individual to develop their potential through a programme of research/innovation and a bespoke training and development program.

FLF applications can be submitted within or across any area(s) of research/innovation covered by United Kingdom Research and Innovation (UKRI), from basic through to applied research and innovation¹.

The aim of the scheme is to develop a research or innovation capability and person, that is nationally or internationally leading edge, and goes beyond what other, smaller or project grants could support. The fellowship may be made up of a single programme of work, or through multiple consecutive/ concurrent interlinked projects led by the fellow (a 'Portfolio Fellowship'). Where multiple shorter projects are spread over the 4 or 4(+3) years, applicants should ensure the

¹ Research and innovation in non-academic Organisations to be considered in its fullest sense including business, creative and cultural sector and service and knowledge-based sectors

proposed research/innovation is of sufficient scale and ambition to maximise the potential and career prospects of the fellow.

1.3 Time committed to the fellowship

Future Leaders Fellowships awards allow fellows protected time to concentrate fully on their research/innovation, training and development and establishing an independent position by the end of the award. In most cases a fellow is expected to spend 100% of their working time on their fellowship (which includes all activities directly associated with the fellowship).

Fellows not hosted by a business will spend limited time on other commitments and related activities which will enhance their career development (e.g. teaching, demonstrating, peer-review, other funded projects or business-related activities). Those with substantial ongoing research commitments as a result of participation in other grants must relinquish these in order to hold a UKRI FLF award.

Fellows in receipt of full-time awards would not be expected to be spending more than in the region of six hours a week (pro-rated for part-time fellows) on other commitments (teaching, involvement in other grants etc.) or undertaking up to two clinical sessions a week in the case of clinical fellows during the first two years of the fellowship. Fellows will have the flexibility to develop a breadth of experience and partnerships, and secure further research/innovation funding later in the award but should ensure that these other activities do not compromise their focus, or achievement of the aims of the fellowship.

1.3.1 Reduced Hours Fellowships for business-hosted fellows

Where a fellow is hosted by a business, under [State Aid rules](#) it is not possible to fund salary for activities outside of the fellowship, a fellow's career may also benefit from taking on non-fellowship activities. Business-hosted fellows may therefore hold the fellowship on a 'reduced hours' basis, where up to 40% of a fellow's time may be spent on other work commitments within the same Host Organisation. This should only be requested where these commitments are demonstrably crucial to the career of the fellow. Examples of activities include working on ongoing external contracts, business as usual activities or time committed to professional memberships. All Reduced Hours commitments should be fully justified. Costs arising from any working-time the fellow spends on other commitments may not be claimed as part of the FLF.

Fellows should highlight in their Cover Letter where they are applying for a Reduced Hours Fellowship. Applications of this type should justify how the fellow will fully develop their skills and experience in the time allocated to the FLF and how a Reduced Hours Fellowship will benefit their career.

1.4 Part-time working

Fellowships may be held on a part-time basis (to a minimum of 0.5 FTE) in order to combine research/innovation with personal responsibilities.

The value of a part-time award should be requested on a pro rata basis (not exceeding the full-time equivalent of the fellowship scheme period). For example, a four-year fellowship on a full-time basis would equate to an 8-year fellowship with the fellow working 0.5 FTE, but the value of the award would remain the same.

Applicants may apply to hold a fellowship as a job share. Please see the [FAQs on job shares](#) for further information. All references to 4 or 4(+3) model fellowships within this document should be considered as flexible to accommodate part-time working when combined with personal responsibilities.

1.5 Spending time at Organisations other than the Host Organisation

UKRI is supportive of fellows who wish to spend part of their fellowship away from their Host Organisation. Fellows can spend time at additional academic, business and other non-academic Organisations (including government, and third sector organisations) , either within the UK or overseas, to benefit from unique research, innovation and/or development opportunities.

Costs incurred while carrying out fellowship activities (e.g. project work or training) away from the Host Organisation can be requested as part of an FLF application, subject to the requirements detailed in this guidance. All applications must be submitted through a single lead Host Organisation, which will remain responsible for the administration of the award during the fellow's period at another Organisation and for the management of all funding during the lifetime of the award. Details of all additional organisations must be included in the Case for Support (see section 3.2.3 for details) and all associated costs clearly labelled as 'additional organisation costs' in the Resources section of the Je-S application form or [Finance Form for Business Costs](#) (where the Host Organisation is a business).

1.6 Overseas applicants

Applicants must comply with Home Office/UK Visa and Immigration requirements and hold a valid work permit where appropriate. Applicants who require a visa must ensure this is in place before the start date of the award. Host Organisations should advise and support applicants in securing the necessary visa.

Successful applicants who require a visa to work in the UK will be eligible to be considered under the accelerated [Tier 1 \(Exceptional Talent\) visa route](#). In line with the highly prestigious nature of the award, this visa route is designed for people who are internationally recognised as research and innovation leaders or potential leaders and enables the holder to be both adaptable and flexible during their research in the UK.

The granting of any visa is always subject to the standard Home Office general grounds for refusal of a visa. UKRI is able to provide additional guidance regarding the appropriate evidence required to complete the visa application process under the Exceptional Talent visa. Please contact fellowtier1info@rcuk.ac.uk for further details.

1.7 Multiple submissions

Applicants may only have one fellowship application under consideration by UKRI (which encompasses all fellowship schemes led by any of the Research Councils and/or Innovate UK) at any point, unless expressly permitted in the Research Council/Innovate UK call documentation.

Applicants may apply simultaneously to other funders' fellowship schemes (those funders outside of UKRI) but cannot hold fellowships which fund their working time simultaneously.

Applicants may simultaneously seek grant support for other projects, from UKRI or other funders, while their FLF application is under consideration, however;

- A substantial part of the fellowship programme may not be under consideration as a proposal with any of the constituent parts of UKRI, while under consideration for a FLF award.
- Any funding secured from UKRI or other funders must comply with the Future Leaders Fellowships terms and conditions if awarded, including the time commitments (conditions detailed in section 1.3)

Any fellowship, grant or public funding applications under consideration at the time of application to the FLF must be declared in the 'Other Support' section of the proposal form. Applicants detailing multiple submissions will not be penalised during the assessment process. Applicants must inform UKRI if these submissions are subsequently funded and must withdraw their application from UKRI consideration if the project or parts of the project have already been funded elsewhere.

Future Leaders Fellows not based in business or not applying for a Reduced Hours Fellowship can apply to be on a grant for a different project while simultaneously holding a UKRI fellowship, but they cannot request additional salary support whilst the fellowship is funded, and the award must be within the 6 hours a week permitted during the initial phase of the award.

1.8 Resubmission Policy

Direct resubmissions to the FLF scheme are not permitted.

Unsuccessful applicants can apply to subsequent FLF calls and will be assessed alongside all other applications to that call without bias. Applicants reapplying to the scheme must not resubmit an identical application and must show why an application is new or shows clear and substantive change and development from the original submission, including addressing feedback from reviewers and the interview panel (if applicable). A summary of these amendments and justification for how the application is now substantively different must be detailed in a Cover Letter attached to the application. UKRI reserve the right to reject applications that are not deemed to be significantly different to a previous submission.

Applicants may not have more than one application into the scheme at the same time and must wait for the outcome of an application before applying again.

1.9 Responsibilities of the Fellow

If successful in securing an FLF award, the '[fEC Grant Terms and Conditions](#)' will apply.

Scheme specific terms and conditions also apply, which will be included in the Offer Letter for successful fellows.

1.10 Post Award Amendments

A fellow may change the direction of their fellowship or alter aspects of work packages once an award has been made. The FLF is a flexible scheme designed to provide intellectual and financial freedom which may include undertaking explorative research and/or innovation, developing and changing direction and partnerships over the funded period. It is expected that fellows may choose to alter their planned programme of research/innovation in response to new discoveries or techniques, to build on their own changing experience, or to reflect changing business requirements and market opportunities. It is not expected that substantive changes will be required immediately after an award has been made.

Fellows should contact UKRI in the first instance (FLFpostaward@ukri.org) to detail why a change to the direction of their fellowship is required and the nature of the change. This can include (but is not limited to) alteration to a work package, changes to methodology or approach, addition or otherwise change of partner Organisations or movement of budget. Changes to budget use must be within the announced grant cash limit and within the Terms and Conditions of the grant. Additional funds will not be available.

Where changes are minor, these may be approved by UKRI.

If you propose to make significant changes, UKRI may require revised proposals for its approval, and additional peer review input maybe requested. UKRI reserves the right to make a new award in place of the existing award, or to revise, retain or terminate the existing award.

Fellowship portability

Changes to the single lead Host Organisations are permitted where a fellow can clearly demonstrate personal or professional reasons to do so. Fellows should contact UKRI in the first instance (FLFpostaward@ukri.org). The grant may be transferred to another eligible Organisation, providing that it can provide a suitable environment to enable the fellowship to be successfully completed; this will be subject to prior written approval of UKRI. Written agreement to this is required from both the relinquishing and receiving organisations, and revised proposals and additional peer review input will be required.

In exceptional circumstances where a fellow is unable to or does not wish to continue a fellowship UKRI reserve the right to maintain funding to complete the programme of research/innovation in the original Host Organisation. This option is only available where all reasonable effort has been made by all parties to allow the portability of the fellowship. The final decision to allow this arrangement lies with UKRI. This will not affect any legally binding agreements or commitments the fellow has with the original Host Organisation (for example IP arrangements or contractual notice periods). Fellows should contact UKRI in the first instance (FLFpostaward@ukri.org).

2 How to apply

2.1 Outline Proposal stage

In order to gauge demand and inform panel development it is mandatory that Host Organisations submit an Outline Proposal for all the applications they intent to submit prior to submitting their Full Proposal. Feedback is not provided on the content of Outline Proposals.

Outline Proposals for applicants to be based at Host Organisations (all HEIs, IROs, Institutes and some businesses) who are Je-S registered must be submitted via the [Joint Electronic Submission System \(Je-S\)](#). Opening and closing dates for the Outline calls are available on the [UKRI FLF webpage](#).

Applicants must ensure that their proposal is received by 4pm (16:00) on the relevant closing date. The Je-S system will close at 16:00 and proposals will not submit after that time. Applicants should ensure that they should leave enough time for their proposal to pass through their organisation's Je-S submission route before 16:00 on the relevant closing date.

Applicants should also note that it can take up to a week for individual accounts to be approved after creation. Applicants should ensure sufficient time to [create Je-S accounts](#) for both the fellow and any Co-Investigators, and for the Co-Investigators' accounts to be verified by the Organisation at which they are based before the closing date.

Outline Proposals for business Host Organisations who are not currently Je-S registered should be submitted through the Survey, which is available on the [UKRI FLF webpage](#). Applicants must ensure that their proposal is received by 4pm (16:00) on the relevant closing date.

The Je-S Outline Proposal form and the Survey will include the following mandatory fields:

- Project Details (Host Organisation, Department, Grant Reference, Project Title)
- Fellow
- Co-Investigators
- Project Partners
- Objectives
- RC/IUK Relevance
- Summary (4000 characters including spaces)
- For Outline proposals submitted via Je-S, a Cover Letter must be uploaded as an attachment for those proposals where it is expected that full proposals will request;
 - Funds totalling over £1.2m (80% fEC for academic hosted applications, total project cost for business hosted applicants) with appropriate justification for these costs clearly described.
 - Funds for an individual item of equipment over £138k (inclusive of VAT and Import Duty) are being sought, with appropriate justification for these costs clearly described.
 - Funds for instrument development.
 - business hosted fellows applying for a Reduced Hours Fellowship, with justification.
 - Where the proposal is intended to be held on a job-share basis.

For proposals submitted through the Survey, there will be a section where the Cover Letter information can be added.

Creating the Je-S Outline Proposal form:

- From the applicant's Je-S account home page, select 'Documents' from the left-hand menu list, then select 'New Document' from the functions section near the top of the page
- Select Council: MRC (MRC are hosting the FLF proposals on behalf of UKRI)

- Select Document Type: Outline Proposal
- Select Scheme: UKRI Future Leaders Fellowships Outline
- Select Call: UKRI Future Leaders Fellowships Outline [date]
- Select 'Create Document'

Information about navigating the Je-S system can be found in the [Je-S handbook](#). If you experience difficulties using Je-S or have questions regarding its use, please contact the [Je-S help desk](#).

Host Organisations will receive confirmation of receipt of the Outline Proposals if submitted through Je-S. Outline proposals submitted through the Survey will receive email confirmation of receipt to the email address provided in the Survey.

Full applications will not be accepted from any applicant from whom an Outline Proposal has not been received.

There are no restrictions on the number of Outline Proposals that a Host Organisation can submit. However, Organisations will need to be prepared to commit to the long-term potential of all fellows. We expect Host Organisations to have objective and transparent arrangements for managing applications and to submit high-quality applications. All Outline Proposals must be submitted through a Host Organisation, with the full knowledge of the applicant.

Interested applicants should discuss the FLF funding opportunity and the Outline Proposal requirement with the Organisation in which they wish to hold their FLF.

2.2 Full proposal - submitted via the Je-S system

All full applications must be submitted via Je-S. The Je-S system has not yet been updated to host UKRI applications and so the Medical Research Council (MRC) currently hosts the FLF scheme on behalf of all Research Councils and Innovate UK. The delivery of the peer review is undertaken by a central UKRI team working in collaboration with specialist staff across the Research Councils and Innovate UK.

Full applications must be submitted to UKRI via the Je-S system by 4pm (16:00) on the [deadline date](#). The Je-S system will close at 16:00 and proposals will not submit after that time. Applicants should ensure that they should leave enough time for their proposal to pass through their organisation's Je-S submission route before 16:00 on the relevant closing date. Applicants should also note that it can take up to a week for individual accounts to be approved after creation, and should also ensure that they allow sufficient time for any new accounts (for example, for Co-Investigators or other named staff) to be approved before the submission date.

Applications cannot be submitted after the deadline. If an applicant misses the deadline, the application will need to be submitted to the next round.

Information about navigating the Je-S system can be found in the [Je-S handbook](#). If you experience difficulties using Je-S or have questions regarding its use, please contact the [Je-S helpdesk](#).

If the Host Organisation is Je-S registered:

Applicants are strongly advised to contact the team responsible for application submissions at their Host Organisation to clarify their internal deadlines and to confirm how much time the institution will need to process the application and complete the submission process.

If the business Host Organisation is not currently Je-S registered:

If the business Host Organisation is not currently Je-S registered, applicants will need to [self-register](#) their Organisation before making a full application. Once the application has been

completed, this will then be submitted directly to UKRI by the applicant. Full registration of the Organisation will take place should the applicant be shortlisted for interview. For further details or assistance in registering, please contact the [Je-S helpdesk](#).

In Je-S, all applicants should select the following:

- From the applicant's Je-S account home page, select 'Documents' from the left-hand menu list, then select 'New Document' from the functions section near the top of the page
- Council: Medical Research Council (MRC) (regardless of the sector you work in- there will be opportunities later to suggest how your application should be reviewed).
- Document Type: Fellowship Proposal
- Scheme: UKRI Future Leaders Fellowships
- Call name: UKRI Future Leaders Fellowships [date]

3 The Je-S application

The application has several components; the Je-S proposal form, mandatory attachments and optional attachments, as listed in the table below. All attachments must be completed in 11-point Arial typeface and adhere to the page-length limits detailed below. Minimum margins of 2cm in all directions apply. Applications will not be accepted where smaller typefaces or narrow versions of the typeface have been used, or where page-limits have been exceeded. UKRI reserve the right to reject or return for amendment applications that do not follow this guidance. Attachments should be uploaded as PDFs to avoid conversion issues from other file formats.

Document Type	Mandatory	Template provided	Page limits
Je-S Proposal Form	Yes	Yes – on Je-S	N/A
CV and Outputs List (Use attachment type: CV)	Yes, required for Applicant, Co-Investigators and any named Researchers/Innovators or Visiting Researchers/Innovators	Yes: CV and Outputs List template	Three sides of A4
Workplan	Yes	No	One side of A4
Case for Support	Yes	No	Eight sides of A4
Justification of Resources	Yes	No	Two sides of A4
Pathways to Impact (exploitation plan)	Yes	No	Two sides of A4
Data Management Plan	Yes	Yes: Data Management Plan template	Three sides of A4
Head of Department Supporting Statement (to be completed by Senior Business Representative)	Yes	No	N/A

Document Type	Mandatory	Template provided	Page limits
if business Host Organisation)			
Proposal Cover Letter	Please refer to Cover Letter section below	No	Two sides of A4
Finance Form for Business Costs (Use attachment type: Letter of Support)	Yes, if applicant intends to be based in business Host Organisation No, if applicant does not intend to be based in business Host Organisation	Yes: Finance Form for Business costs	N/A
Additional Organisation(s) Supporting Statement (Use attachment type: Letter of Support)	Yes, if applicant is being hosted by more than one Organisation No, if applicant not being hosted by more than one Organisation	No	N/A
Project Partner and/or Collaborator's Supporting Statement (Use attachment type: Letter of Support. Project Partner Letters of Support are uploaded in the Project Partner section)	Yes, if Project Partners/Collaborators are included in the application No, if Project Partners/Collaborators are not formally included in the application	No	Two sides of A4
Support for NHS Costs (SoECAT form) (Use attachment type: Letter of Support)	Yes, if any of the following apply: <ul style="list-style-type: none"> The proposed study is intended for the NIHR CRN portfolio, the route through which support and Excess Treatment Costs (ETCs) are provided in England. This may include studies 	Yes: SoECAT Form	N/A – Template provided

Document Type	Mandatory	Template provided	Page limits
	<p>that will take place in a social care or public health setting.</p> <ul style="list-style-type: none"> The research requires HRA and HCRW Approval in England and/or Wales, and/or studies requiring NHS/HSC Management Permission in Northern Ireland and/or Scotland. The research will use NHS resources. <p>A SoECAT must be completed even if applicants believe that their clinical research will not involve Excess Treatment Costs.</p>		
<p>Signed Animal Usage Declaration (Use attachment type: Letter of Support)</p>	<p>Yes, if application involves use of animals overseas</p> <p>No, if application does not involve use of animals overseas</p>	<p>Yes: Signed Animal Usage Declaration</p>	Two sides of A4
<p>Use of Rodents Overseas Form (Use attachment type: Letter of Support)</p>	<p>Yes, if application involves use of rodents overseas</p> <p>No, if application does not involve use of rodents overseas</p>	<p>Yes: Use of Rodents Overseas Form</p>	Two sides of A4
<p>Facility Form (Use attachment type: Facility Form)</p>	<p>Yes, if proposing to use national Research Council facilities</p> <p>No, if not proposing to use national Research Council facilities</p>	No	Two sides of A4
<p>Technical Assessment or equivalent form (e.g. NERC High Performance Computing)</p>	<p>Yes, if proposing to use some national Research Council facilities, for example HPC</p>	No	N/A

Document Type	Mandatory	Template provided	Page limits
	No, if not proposing to use national Research Council facilities		
Mentor Statement (Use attachment type: Mentor Statement)	Yes, for formal mentoring relationships.	No	Two sides of A4

Further guidance is provided on each of these document types below.

3.1 The Je-S proposal form

Further guidance on how to complete the Je-S proposal form is available within the [Je-S help text](#).

3.1.1 Project details

Details of the Host Organisation, the project title, start date and duration must be entered in this section. This section contains the detailed costings, which are required for the first four years only so you must enter start and end dates for the four years (or the equivalent period for part-time applicants). Applicants should also enter their own reference number for ease of grant management within their Host Organisation, where applicable.

If the proposal involves one or more organisations (of any type) who will receive support from the fellowship, details must be entered in the Case for Support (see section 3.2.3). Please note: where this is a business organisation, hosts should consider any implications this may have under State Aid guidance (See Annex 1).

Organisations making a financial or in-kind contribution to the project but not seeking direct funding from the fellowship must be included in the Project Partners section (see section 3.1.12).

The project title is limited to 150 characters (including spaces) and must reflect the aim of the project.

The start date of the award should be realistic and would normally be between two and six months after the date of the interview meetings. The dates of planned interview panel meetings, and mandatory latest start dates are available on the [UKRI website](#).

3.1.2 Fellow details

Details of the fellow and any Co-Investigators must be entered here.

The fellow's salary is awarded as a Directly Incurred cost (these are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record) as UKRI provide support for the fellow's contracted working time.

The salary requested for each member of staff must reflect the full anticipated cost during the lifetime of the award, including any anticipated promotions and salary increments to ensure that the costs requested are as accurate as possible. Indexation must not be included as this is calculated once the fellowship has been awarded and accepted. Once the grant has been awarded **no** additional requests can be made for supplementary salary costs.

3.1.2.1 Applicants from non-business Host Organisations (academic, HEIs, IROs, Institutes etc.)

To demonstrate their support, academic Host Organisations are required to commit to funding an increasing percentage of the applicant's salary, which is not to be derived from the full Economic Cost (fEC) of the award.

- Years 1 and 2: The fellow can request the full economic cost of their salary from the award. This will be awarded at the standard 80% fEC so the UKRI contribution will be 80% overall (80% of 100%).
- Years 3 and 4: The fellow can request 75% of the full economic cost of their salary from the award. This will be awarded at 80% fEC so the UKRI contribution will be 60% overall (80% of 75%).

To assist applicants and Organisations with the calculation, please see the salary tapering templates for full-time and part-time applicants available on the [FLF web page](#).

	Total salary request from award	UKRI contribution	Academic Host Organisation's contribution
Year 1	100%	80%	20%
Year 2	100%	80%	20%
Year 3	75%	60%	40%
Year 4	75%	60%	40%
Review point (Below figures <u>not</u> captured within application)			
Year 5	50%	40%	60%
Year 6	50%	40%	60%
Year 7	25%	20%	80%

3.1.2.2 Applicants from Catapult Host Organisations

To demonstrate their support, the Catapult Host Organisation is required to commit to funding an increasing percentage of the applicant's salary.

The total cost of the fellow's salary on the grant must be for the first four years of the fellowship and take into consideration the tapered salary from year three, as detailed below. The total cost input should equate to 5,775 hours, pro rata for part-time applicants.

	Total salary request from award	UKRI contribution	Catapult Host Organisation's contribution
Year 1	100%	100%	0%
Year 2	100%	100%	0%
Year 3	75%	75%	25%
Year 4	75%	75%	25%
Review point (Below figures <u>not</u> captured within application)			

Year 5	50%	50%	50%
Year 6	50%	50%	50%
Year 7	25%	25%	75%

- **Years 1 and 2:** The fellow can request the full cost of their salary from the award. This will be awarded at 100% of direct costs so the UKRI contribution will be 100% overall.
- **Years 3 and 4:** The fellow can request 75% of the full cost of their salary from the award. This will be awarded at 100% of direct costs so the UKRI contribution will be 75% overall.

3.1.2.3 Applicants from non-academic Hosts (e.g. businesses, RTOs, Organisations eligible for Innovate UK support)

Costings for non-academic hosted fellows do not need to be included in the Je-S costings which will automatically recalculate these costs into the full Economic Cost (fEC). All Je-S costs must be indicated as zero and instead business hosted applicants must complete the '[Finance Form for Business Costs](#)' template. The Finance form for Business applicants has been modified for the FLF scheme. [General guidance](#) on completion of the finance form is available, however please be aware that the headings in this resource do not map directly to the FLF finance form.

The total salary requested must be calculated to include provision for anticipated salary increments and promotions, such that the salary at the end of the award is in line with the Host Organisation's employment structure for an individual with equivalent experience.

3.1.3 Co-Investigator

As the FLF scheme aims to develop the next generation of research and innovation leaders, Co-Investigators (Co-Is) are only permitted where they clearly bring complementary and different skills to the project. Co-Is may be from eligible businesses or academia. Co-Is (full- or part-time) must not be costed for the whole duration of the fellowship but for a limited period whilst the fellow learns the new skills/discipline. Co-Investigators must have a 'Research Proposal' type Je-S account and their account must be verified by their organisation.

A Co-I's role in the project must be clearly defined and justified within the 'Case for Support' attachment (3.2.3). These roles must not overlap with the roles of Mentors, who provide career development support, or with the roles of Collaborators.

Where a Co-I is included on the proposal, the following should apply:

- **Contractual eligibility:** A Co-I must hold a contract of employment for the duration of their time on the project at an eligible UK based Research Organisation, Business or Independent Research Organisation.
- **Experience and position:** A Co-I must either hold a PhD or have equivalent or comparable research/innovation experience, commensurate to that required for their role in the project.

Business-based Co-Is when the fellow is hosted in academia:

Due to the nature of overheads paid to business, Co-Is should not be included for the purpose of calculating overheads. Therefore costings for the Co-I, including all costs associated with their part of the project, should be submitted under the Other Directly Incurred costs section of the proposal form. They should still be referred to as Co-Is within the Case for Support. There may be considerations of State Aid where a business Co-I is heavily involved in the project and the services

provided are not covered at market rates.

3.1.4 Objectives for the full period of the fellowship

The **Objectives** section should summarise the project's main aims and objectives over the total expected period of the award i.e. the four or seven years, or as detailed in section 1.3. This section is limited to 4000 characters (including spaces).

3.1.5 Summary

The Summary section should be used to provide a plain English summary of the research/innovation proposed in language that could be understood by a non-academic audience. It should explain the context of the research/innovation, its aims and objectives, and its potential applications and benefits. The section is limited to 4000 characters (including spaces).

Sharing information and knowledge about UKRI's research portfolio is central to UKRI's mission and consequently the summary of successful UKRI awards is published on [Gateway to Research](#). During the preparation of this section, applicants should bear in mind that it will subsequently be publicly available, along with the applicant's name and organisation, if the application is successful.

3.1.6 Beneficiaries

This section should summarise how the proposed fellowship's research/innovation outcomes will contribute to knowledge, both within the UK and globally. This should include how the research/innovation will benefit others in the field and/or sector, identify beneficiaries in other disciplines and outline how the results of the proposed research/innovation will be disseminated to these beneficiaries. Beneficiaries from business, public sector, academia, third sector and beyond should be included as appropriate. The section is limited to 4000 characters (including spaces).

3.1.7 Impact summary

The impact summary should address the following two questions:

Who will benefit from this research/innovation? Summarise who is likely to be interested in or likely to benefit from the proposed research/innovation, both directly and indirectly. It may be useful to think of beneficiaries as 'users' of the outputs, both immediately and in the longer term. This section should therefore include, for all applicants, a description of the approach to openness. For academic applicants, beneficiaries must consist of a wider group than that of the fellow's immediate professional circle carrying out similar research. For business hosted fellows the Host Organisation itself may be listed as a beneficiary. In all cases beneficiaries should include any:

- Commercial private sector beneficiaries
- Policy-makers within international, national, local or devolved government, government agencies or regulators who would benefit from this research
- Public sector or third sector organisations, including museums, galleries and charities
- The wider public

How will they benefit from this research/innovation?

Describe the relevance of the work to these beneficiaries, identifying the potential for impacts arising from the proposed work. Provide realistic timescales for the benefits to be realised. Consider how the research/innovation has the potential to contribute to the nation's health, wealth or culture, for example:

- Fostering global economic performance, and specifically the economic competitiveness of the UK
- Increasing the effectiveness of public services and policy
- Skills development

The section is limited to 4000 characters (including spaces).

3.1.8 Other support

List any public grant funding received in the last three years or which will overlap with the lifetime of the fellowship award, including details of the project title, funder, amount, duration and whether the funding has been awarded or is under consideration. Please refer back to the time commitments.

For academic applicants, only funding secured by or applied for by the applicant as Principal or Co-Investigator should be listed; awards held by previous supervisors must not be included.

For business applicants, confirmation must be provided that the proposed work is separate from and additional to any work already covered by other public sector funding, either already awarded or under consideration.

Contributions from Project Partners must not be entered in this section of the form. See section 3.1.12 for guidance on Project Partners.

3.1.9 Related proposals

Provide details of the Outline Proposal to the FLF in this section, selecting 'Follow up to Outline Proposal' from the drop-down list.

If the applicant has previously submitted an application for an FLF and was not successful, they should provide details of the previous submission in this section. In these cases, a brief (<100 characters, including spaces) reason for submitting a further proposal to the scheme should be included. A more detailed description of the amendments made to the previous submission must be included in the Cover Letter. Section 1.8 summarises the eligibility considerations relating to previously unsuccessful applicants applying to new rounds.

3.1.10 Staff

Where required, costs for researchers/innovators, visiting researchers/technicians and other staff may be requested. Costs for these staff must be justified in the Justification of Resources attachment and their added value to the fellowship described in the Case for Support. Support for PhD students may not be requested.

Support may be requested for visits by individuals of acknowledged standing (Visiting Researchers/Innovators) from the UK or abroad, limited to 12 months per individual.

Visiting Researchers should receive the same salary and conditions as other staff of an equivalent status within the Research Organisation, and costs should be requested as Directly Incurred. Only salary costs for the time spent directly working on the project should be claimed, and requests

should exclude contributions from other sources.

Estates, Infrastructure technician and Indirect costs may only be requested for individual visits in excess of six months, regardless of whether the support being requested includes a salary contribution or is only travel and subsistence. Estates, Infrastructure technician and Indirect costs should only be requested for the time the Visiting Researcher will be directly working on the project and should not be requested if they are already funded elsewhere.

Reasonable expenses will be paid for travel to and from the UK by Visiting Researchers, but not their families.

CVs (created using the [FLF CV and Outputs List template](#)) must be attached to the application for any named researchers/innovators and visiting researchers/innovators; named technicians and other staff do not need to provide a CV.

The salary of any staff whose contribution to the project can be supported by an auditable record for the duration of the fellowship must be requested as Directly Incurred. Any Directly Incurred staff (whether full- or part-time) who are not contracted to work 100% of their working time on the fellowship project will be required to maintain timesheets or project records for audit purposes. Visiting Researchers and other staff must be entered as Directly Incurred.

Funding for staff whose time will not be exclusively dedicated to the project and whose contribution will not be supported by an auditable record must be entered as a Directly Allocated cost.

Academic hosted fellows planning to spend time in a business environment may request costs for consumables and their own salary. If any costs are requested on behalf of a UK based business, they must be recorded separately and follow the scheme guidance on State Aid (Annex 1 of this document).

Fellows planning to spend time at an additional research organisation overseas may request exceptional support for 100% of the cost associated with any overseas staff salaries. Where the research is being undertaken in a DAC list developing country, a contribution towards Indirect and Estates costs may be included as well as other costs incurred as a direct result of the research (e.g. T&S, meetings).

3.1.11 Resources

Due to State Aid regulations, the way resources are identified and costed differs between academic and business Host Organisations. The following sections are separated for those hosted in an academic organisation (including HEIs, IROs and Institutes)) and those business organisations funded in compliance with State Aid.

3.1.11.1 Costings for academic hosted Fellows - Equipment

This section is not relevant for business hosted fellowships. Guidance on equipment costs for business hosted applicants can be found in section 3.1.11.5 'Equipment'

For academic hosted applications any item costing over £10,000 (including VAT) must be detailed in this section. Any item less than £10,000 (including VAT) is classed as a consumable and must be listed under the 'Other Directly Incurred' cost heading.

UKRI will meet the costs of new equipment, the costs of equipment repair and major spares, the costs of external maintenance agreements and the cost of equipment relocation and installation, where required by the proposed research.

If applicable the host organisation should make its own arrangements for applying for exemption from import duty.

All equipment must be justified in the 'Justification of Resources' attachment as part of your application.

Single items of equipment costing between £10k (inclusive of VAT) and £138k (inclusive of VAT) (Academic applicants only).

These costs include import duty where applicable.

For academic-hosted fellowships any equipment bought or leased for the project which costs £10k (inclusive of VAT) or above must be included under the 'Equipment' fund type heading. Please note the £10k includes all component parts of the equipment requested.

Applicants are asked to request that their Organisation contributes towards the cost of any capital items or equipment over £10k (inclusive of VAT). The Organisation is expected to contribute at least 50% of the cost of any capital items or equipment over £10k (inclusive of VAT).

Single items of equipment costing over £138k (inclusive of VAT) (Academic hosted applicants only)

For academic hosted fellowships equipment which costs over £138k (inclusive of VAT) must be included under the 'Equipment' fund type heading. Items of equipment above £138k (inclusive of VAT) require a two-page business case outlining the strategic need for the equipment and three quotations for each individual item.

Where it is not possible to provide three quotes, for example due to the specialist nature of the item concerned, the Host Organisation must upload dummy quotes in addition to the actual quote(s) to enable the application to be submitted.

Instrument development (academic hosted applicants only)

For academic hosted fellowships; items of equipment for instrument development will be funded at 100% fEC, although UKRI reserves the right to request organisational contributions in exceptional circumstances. This only applies to individual pieces of equipment: other equipment requested on the proposal not related to instrument development will be subject to UKRI rules for equipment. All applicants wishing to request funds for instrument development must state this in the Cover Letter attached to both their Outline and Full Proposal.

A proposal will be classed as instrument development where it is wholly or mainly focused on creating a novel instrument that will either enable research capability not available using any existing instrument, or if it will substantially improve research capability beyond what currently exists, in a way that opens significant new research/innovation opportunities.

The equipment section in costings should be completed as outlined below. All fields must be completed for each entry when making an application and costings must be at current prices with no allowance for inflation.

Heading	Description
Description	A brief description of the equipment so that what is being requested can be identified
Country of manufacture	The country where the item was manufactured
Delivery date	Please estimate this if not known
Basic price	Not including VAT
Import duty	Mark as 0 if none has been incurred
VAT	Mark as 0 when it can be reclaimed by the RO
Total	Total cost (excluding any VAT etc that can be reclaimed)

Amount sought

Total amount requested (this will normally be 50% of total cost)

3.1.11.2 Costings for academic Host Organisations - Other Directly Incurred and Directly Allocated costs

Any material item less than £10k (inclusive of VAT) is classed as a consumable. Consumables explicitly identifiable as arising from the conduct of a project must be entered as 'Directly Allocated–Other' costs. Any costs arising from resources used by the project that are shared by other activities must be entered as 'Directly Allocated – Other' costs.

It is expected that the Host Organisation will provide computers and laptops for Investigators and other research staff on continuing contracts. Costs for these may be claimed for new staff who are recruited specifically for the project.

Costs to meet externally commissioned surveys (through a procurement process and contract with a professional provider) may also be included, provided that the survey is not undertaken by the fellow. Externally contracted social surveys are funded within the Exceptions heading at 100%.

Subcontracted costs may be included here and, with the exceptions above, will be met at the standard rate for the fellowship (i.e. 80% fEC for academic hosted fellowships). Subcontractors must not be named as part of the project team and must only carry out a specific piece of work on behalf of the fellow on a fee-for-service basis, with no potential claim as an inventor over any arising intellectual property. Details of any subcontracts must be specified in the Case for Support and fully justified in the Justification for Resources

As per the '[UKRI Policy on Open Access](#)', applicants based at academic Host Organisations are not permitted to request funds for publication costs; these are funded by UKRI by means of a block grant to eligible research organisations.

If applicable, NHS costs must be entered as Directly Incurred - Other costs

3.1.11.3 Costings for academic Host Organisations - Estates and Indirect costs

For academic-hosted fellows, Estates and Indirect costs will be calculated by the Host Organisation and the agreed rates can be obtained from the finance department or research office. The costs should be entered as a single figure covering the costed duration of the project. Estates and Indirect costs do not need to be justified in the Justification of Resources document.

Those Organisations which have not developed their own rates should use the default rates which can be found on the [UKRI website](#).

Academic Estate costs may include building and premises costs, basic services and utilities, lease/rent rates, insurance, cleaning/porters/security/safety costs, staff facilities, and any clerical staff and equipment maintenance not already included as either a Directly Incurred or Directly Allocated cost.

Academic Indirect costs are non-specific costs (that are not otherwise included as Directly Allocated costs) charged across all projects based on estimates. They may include general office and basic laboratory consumables, library services/learning resources, typing/secretarial support, finance, personnel, public relations and departmental services, central and distributed computing and the cost of capital employed (including redundancy). The costs of ethics reviews and infrastructure technicians can be included under this heading. Any staff costs that fall under this category do not need to be tapered and should be calculated on the FTE basis and not based on the % contribution to salary.

Estates and Indirect costs at additional Organisations

If the fellow plans to spend time at another UK/overseas academic or business Organisation during their fellowship, Estates and Indirect costs will continue to be payable to the lead Organisation if this period is less than six months (per absence).

For a period of six months or more, Indirect costs will continue to be paid to the lead Organisation. Estates costs will not be payable to the lead Organisation for the period of the fellow's placement, however a contribution to the second Organisation's costs may be requested as described below, and the total figure for Estates costs requested must be adjusted accordingly. UKRI will not make direct payments to the second Organisation, either in the UK or overseas; this must be arranged through the lead Organisation.

If the fellow plans to spend six months or more at a second UK organisation, the Host Organisation should request Estates costs on behalf of the second organisation for the duration of the fellow's period there at the second organisation's agreed rates for Estate costs.

If the fellow plans to spend six months or more at an overseas Organisation a contribution to the Organisation's Estates and Indirect costs may only be requested as a Directly Incurred - Other cost if the research is being undertaken in a developing country. These costs can be requested at 100%. The Estates and Indirect costs associated with overseas locally employed research staff in developing countries may also be requested as Directly Incurred – Other costs at 100%.

3.1.11.4 Overview of costings for business hosted fellows

Costings for fellows hosted by a business Host Organisation should not be included in the Je-S form. All Je-S costs should be indicated as zero and instead business based applicants must complete the '[Finance Form for Business Costs](#)' template as directed in this [guidance](#) and upload this template using the attachment type Letter of Support.

Any UK business requesting funding must be eligible to receive State Aid at the time UKRI confirm the award. UKRI cannot provide legal or professional advice, which is the responsibility of the applicant. UKRI has made every effort to ensure the State Aid information published in Annex 1 is up-to-date and accurate, but this information is not to be taken as legal or professional advice. UKRI cannot accept any liability for actions arising from the use of our guidance.

3.1.11.5 Costings for business hosted fellows - Equipment

For business hosted fellowships, the usage costs for equipment and other capital assets can be costed if the assets have a useful lifetime of at least one year, are stand alone, clearly definable and moveable, and conform to the capitalisation policy of the Host Organisation. Calculations for all equipment bought for use during the fellowship should be calculated using either:

- The original purchase price (excluding VAT) divided by depreciation period in months (as per your current capitalisation policy) = monthly depreciation charge; or
- The project capital usage cost = (monthly depreciation charge x number of project months) x percentage of time used on project

For a working example please see the 'Capital usage' section of the [Innovate UK finance form guide](#).

If applicable the Host Organisation should make its own arrangements for applying for exemption from import duty.

All equipment must be justified in the 'Justification of Resources' attachment as part of your application.

3.1.11.6 Costings for business hosted fellows - Overheads

As described in the Finance Form for Business Costs [guidance](#) the 20% overhead option allows businesses to claim 20% of labour costs as overheads. This includes both direct and indirect overheads.

Full overhead recovery/full absorption costing is not eligible. Please note that once the overhead is calculated and approved it cannot be exceeded at any time during the lifetime of the project.

3.1.11.7 Costings for business hosted fellows – Other

Patent filing costs for new intellectual property (IP) generated by the fellowship can be included in the application, if the Host Organisation or Collaborator is an SME. This cost is allowable for SMEs up to a limit of £7,500 per Host Organisation, Collaborator or Co-investigator. These costs should not include legal costs relating to the filing of trademark related expenditure as these are considered to be marketing/exploitation costs and are therefore ineligible.

Regulatory compliance costs are eligible if necessary, to carry out the programme of research/innovation in the fellowship.

3.1.11.8 All applicants - Travel and subsistence

Funds for travel and subsistence for the fellow and any staff working on the project, including any overseas costs, must be entered in this section. The cost and destination of each travel item must be entered in the form and justified in the Justification of Resources. All costs associated with a placement at an overseas Organisation, additional UK research Organisation or business partner must be labelled 'additional Organisation cost' within the description in the Destination and Purpose field.

All travel must occur between the start and end date of the award and must be costed by the most suitable and economical means, at current prices and with no allowance for inflation. Subsistence rates, both UK and overseas, must be those applicable within the Host Organisation.

If the project includes a period overseas of six months or more, costs for fares, baggage, medical insurance and rent of reasonable accommodation may be included. An overseas living allowance may also be requested. In general, a request of up to 11% of the fellow's salary is considered a reasonable contribution towards the cost of living overseas. Travel costs for a spouse and/or for children may be requested if the fellow intends to spend over six months abroad and their family will accompany them for the whole period. Non-EEA nationals holding a UK work visa should be aware that extensive time overseas may invalidate an application for Indefinite Leave to Remain in the UK.

3.1.11.9 All applicants - Research and workshop facilities/existing equipment/capital

This section should identify any costs charged to the project to access shared research facilities and equipment. Items entered under this heading will require their use, but not the associated cost, to be justified in the Justification of Resources (see section 3.2.4).

If using NERC HPC facilities, a cost for the use is not necessary. For use of ARCHER and NEXCS please provide an estimate of resource need and a brief justification for the use in the Justification of Resources section.

3.1.11.10 All applicants - Animal costs

If applicable, the costs associated with the purchase, breeding and maintenance of each species of animal used must be entered in this section. The detail regarding animal costs is provided in Annex 3 of this document.

3.1.12 Project Partners

Any researchers or organisations (other than the Host Organisation) that will make specific contributions to the project are known as Project Partners and must be listed in this section. A Project Partner is an organisation who will have an integral role in the proposed research and/or innovation. This will include in-kind or cash contributions such as expertise, staff time, use of facilities, etc.

Project Partners cannot receive funding directly from the grant; they are contributing to the proposal as interested potential beneficiaries and are not receiving payment in return. The only exception to this is where a Project Partner is providing services or equipment that will go through a formal procurement process audited by the Host Organisation. The Project Partner cannot receive any other funds from the grant. This includes costs for travel and subsistence.

Project Partners may be from the UK or overseas, and their contributions may be financial or in-kind. In-kind contributions may include staff time, access to equipment, sites/facilities, or the provision of data, software or materials. **The financial value of the contribution, whether actual or in-kind, must be included on the Je-S form.**

Each Project Partner is required to provide a Letter of Support which must be on headed paper and must be dated and signed by an authorised representative of the Organisation. Letters of Support should be dated within the previous six months, and must:

- Confirm the Organisation's commitment to the proposed project
- Detail the nature of the collaboration and identify the relevance and possible benefits of the proposed work to the Project Partner

Confirm the value of the Project Partner's contribution, if it is an in-kind contribution the value must be quantified (this may be an estimate). Every effort should be made to provide accurate estimates.

Any fellowship including, from the outset, involvement with one or more non-academic or business partners will require a Future Leaders Industry Collaboration Agreement (FLICA) form, which will need to be completed after a decision has been made to approve the funding, but before funding can be released. This will involve obtaining collaboration agreements from all such partners and detailing their involvement in the fellowship. Template collaboration agreements are available (e.g. the [Lambert agreement template](#) or, if the project involves clinical research, the [mICRA template agreement](#)).

3.1.12.1 Project partners involving research participants or providing biological samples

Where the Project Partner (whether an individual or an Organisation) is responsible for recruitment of people as research participants and/or providing human tissue, blood or other biological samples, then applicants should list them as a Project Partner on the proposal form and enter a

nominal sum of £1 for the value of the contribution. All applicants must include details in the Case for Support and a Letter of Support must be attached to the application which includes the following information:

- That the Project Partner has agreed to recruit the participants/provide tissue
- That what is being supplied is suitable for the research being undertaken
- That the quantity of tissue (where relevant) being supplied is suitable, but not excessive for achieving meaningful results
- Applicants wishing to spend time with an overseas business must clearly demonstrate that this is acceptable to their Host Organisation and that it will not enhance the overseas business's ability to compete with equivalent UK businesses either during or after completion of the fellowship.

3.1.13 All applicants - Classifications

The classification sub-sections must be completed to indicate whether the project will involve:

- Human biological samples
- Stem cells
- Beneficiary countries

Keywords - Applicants are also asked to describe their fields of activity. This section must be used to detail which of the constituent parts of UKRI would be best placed to identify the reviewers/assessors for the proposed research/innovation:

[AHRC \(Arts and Humanities Research Council\),](#)

[BBSRC \(Biotechnology and biological Sciences Research Council\),](#)

[EPSRC \(Engineering and Physical Sciences Research Council\),](#)

[ESRC \(Economic and Social Research Council\),](#)

[Innovate UK \(IUK\).](#)

[MRC \(Medical Research Council\),](#)

[NERC \(Natural Environment Research Council\),](#)

[STFC \(Science and Technology Facilities Council\)](#)

Applicants should enter the relevant abbreviations and not the full funder name(s). Applicants from business should list Innovate UK in their key words and should also consider which Research Council remit best matches their proposed project area and include this Council as well.

3.1.14 All applicants - Ethical information

The Ethical Information sub-sections must be completed to give details of any ethical considerations required to undertake the research. This includes human participation, animal research, animal species, genetic and biological risk, implications and ethical committee approvals required.

If applicable, within the 'Animal Research' section, applicants must detail any procedures categorised as moderate or severe (in accordance with the maximum prospective severity rating in the Home Office licence under which the work will be carried out) in order that the assessment of

the proposal can balance the importance of the potential scientific advancement to the welfare of the animals.

If applicable, within the 'Animal Species' section, scientific reasons for the use of animals and an explanation of why there are no realistic alternatives must be given, with an explanation of how the choice of species complies with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments (see Annex 3 in this document).

3.1.15 All applicants - Nominated Reviewers

Please nominate up to three reviewers unrelated to the application that you deem appropriate to review your application in this section. Please note we may decide not to approach any of the nominated reviewers.

When selecting reviewers to nominate, please note that:

- Nominated reviewers must be experts in the research/innovation field and/or be able to provide an expert view on the value and benefits of the proposal.
- Applicants must not provide reviewers from their own Organisation, or from current or proposed Project Partners or Collaborators, or where any possible [conflict of interest](#) may arise.
- International reviewers can be included.

Nominated reviewers are added by searching on the appropriate screen in Je-S and then selecting the correct result. If a nominated reviewer cannot be found, then applicants should select 'Add New Person'.

Please note: UKRI will consider possible conflicts of interest when selecting experts to review a proposal. A number of conflicts are identified on our system and when approving potential reviewers and this may result in a reviewer not being approached. All reviewers sign up to the Je-S Reviewer Protocols before being given access to any grant proposals in Je-S. Reviewers are also asked to identify any possible conflicts of interest before they begin reviewing a proposal and to decline to review a proposal if they feel that they are unable to provide an unbiased and evidence-based review. UKRI will treat any such disclosures appropriately and fairly. For more information on what would be considered a conflict of interest, please refer to the Annex A of the [FLF Reviewers Guidance](#).

The Cover Letter can be used to name experts or Organisations that you request not to be approached for a review. If detailing such, the following information must be provided in the Cover Letter:

- The name of the person or Organisation,
- The Organisation(s) at which the individual is based and,
- A clear reason why the person (or a person within a specific Organisation) would not be able to provide an unbiased and evidence-based review, or the risks involved in using them as a reviewer.

The decision on whether or not to honour a request to exclude a reviewer lies with UKRI following consideration of the justification provided. Requests submitted without a justification will not be considered.

3.2 Attachments

3.2.1 CV and Outputs List

The applicant, Co-Investigator (if applicable) and any named researchers/innovators and visiting researchers/innovators must submit a CV. All CVs submitted should use the available [FLF CV and Outputs List template](#). No other CVs should be submitted, and photographs are not permitted.

The CV should outline employment history. It should state the applicant's current organisation and salary and include details of any career breaks, specifying the duration of any breaks in months. A summary should be given of formal training and qualifications, including any training and qualification being undertaken at the time of submission, and any prizes and memberships of professional bodies should be noted.

The CV may also include an Outputs List. This can include sector relevant outputs, so may be more focussed on patents/new products/processes/trade publications etc.

UKRI welcomes the inclusion of preprints in outputs lists.

The total combined length of the CV and Outputs list must not exceed **three sides of A4**.

3.2.2 List of Publications

The List of Publications has been replaced by the CV and Outputs template. A separate List of Publications should not be uploaded in addition to the CV and Outputs list.

The List of Publications is still a mandatory attachment and so in order to submit a full application to round 4, applicants will need to upload a blank document in place of the List of Publications. Please note, this document will not be sent to reviewers or panel members and so should not contain any information that should be included in the CV and Outputs document.

3.2.3 Workplan

The project should be illustrated with a simple diagrammatic workplan, for example a PERT or Gantt chart. This should be a stand-alone document and it cannot be used to extend the Case for Support. The full duration of the project (e.g. 4 or 7 year if 4(+3) model, pro rata for part-time applicants), project-specific timelines and milestones should be clearly and accurately shown. The workplan should not exceed **one side of A4**.

3.2.4 Case for Support

- Applicants must describe their plans for the full period of their fellowship, providing detailed plans for the first two to four years (as applied for) and broader plans for the second period, if applicable. Applicants should note the assessment criteria.
- **Research and Innovation Excellence:** applicants should provide evidence for the quality of the research/innovation, novelty and feasibility of the proposed programme of research and/or innovation. 'Novelty' may include novel application of an existing technology or a methodology for a new purpose or sector, beyond what is currently accepted as the state-of-the-art. Applicants should describe the aims and objectives of the proposed research/innovation, giving details of the general methodological approaches and appropriateness and rigour of the approach you will use. Sufficient detail must be given to demonstrate why the research/innovation will be competitive in

its field and, in a non-academic hosted application, how it will be transformative for the business or sector.

The Research and Innovation Excellence section can be used to:

- Highlight plans which are particularly novel or unique.
 - Explain how new techniques or particularly difficult or risky studies will be tackled, and outline alternative approaches should these fail, i.e. consider objectively the feasibility of the approaches proposed.
 - Identify where access to facilities or resources will be required. Give sufficient detail to demonstrate the benefit to the project.
 - Where multiple projects are proposed, demonstrate how they are linked and can deliver research/innovation excellence as a portfolio of projects.
 - If applicable, describe all human studies and animal experiments. See Annex 3 for further guidance of the information that must be provided if the proposal involves animal use.
-
- **Applicant and Development:** This section should describe how the fellow's career trajectory aligns with the objectives of the FLF scheme and provide evidence that the fellow can communicate clearly and has the potential to inspire and lead others, develop new relationships and influence across multiple disciplines and sectors. It should include a clear and resourced plan to support the development of the fellow and their team, in terms of both the delivery of the project and broader professional/development opportunities. This must include identification of appropriate training, access to facilities and support. A clear plan for obtaining external guidance, mentoring and support for the fellow from appropriate independent advisors must be described. Details of any planned activities to maximise collaboration, partnership and knowledge exchange within and beyond the length of the fellowship should also be included.

If the applicant is applying for a fellowship that is not 100% of their working time the application must detail how the outputs of the fellowship will align with the scale, ambition and leadership development expected of an FLF award.
 - **Career Intentions:** describe how the added value of a UKRI FLF award (e.g. the scale, flexibility and duration offered) will have a demonstrable impact on the career trajectory of the fellow, outlining short- and long-term career intentions, and how the FLF will enable a career boost for the fellow. It should justify how the applicant is currently early career and how the fellowship will enable them to establish independence and leadership over the duration of the award.
 - **Impact and Strategic Relevance:** this section should explain how the proposed research/innovation and its potential impact contributes to or helps to maintain the health of other research disciplines, or contributes to addressing key UK societal challenges, or current/future UK economic success and/or enables future development of key emerging business, relative to other, similar research in the field. Provide evidence for the potential of the fellowship to establish or maintain a unique, world-leading research activity and describe how the research/innovation demonstrates relevance to national, UKRI, Innovate UK and Council led strategy.
 - **Research and Innovation Environment:** justification must be provided for the choice of Host Organisation and why this is the best place for the fellow to undertake the fellowship. Clear evidence must be provided of the suitability of the proposed overall environment (which should include any other Organisations that a fellow may spend time at during their fellowship) for supporting the fellow and maximising their development and the quality and impact of the research/innovation. Commitment from

the Host Organisation to realising the potential of the fellow and establishing them as a research/innovation leader must be clearly described.

- **Co-Investigator(s):** Co-Investigators are only permitted where they clearly bring complementary and different skills to the project. For each Co-Investigator included, clearly define and justify their limited role in the project.
- **Intellectual property:** it is expected that new intellectual property (IP) will be generated during fellowships. All participants in the scheme and their Host Organisations are required to give due regard to the appropriate protection of any IP arising from the project and to describe effective routes to exploitation which have the potential to achieve maximum benefit for the UK economy and wider society.
- **Key references:** key references must be included within the Case for Support, within the specified page limit, and cannot be uploaded as a separate List of Publications attachment. Citations must be in 11-point Arial font and include sufficient information for reviewers to easily locate the articles listed (e.g. First author name et al, Title, Journal, Year, Volume, Pages) but there is no in-house style which needs to be followed. Where key articles are unpublished and unavailable online (for example an internal report or a project undergoing patent proceedings) the title and a very brief explainer should be detailed in the Case for Support and the document should be available upon request by UKRI. Reviewers and panel members at any stage of the process are not obliged to follow any external links or read any additional papers highlighted within the application. The page limit for the Case for Support is **eight sides of A4**, inclusive of diagrams and references.

3.2.5 Justification of Resources

Guidance on writing a good Justification of Resources (JoR) is available in the [Je-S helptext](#).

The role of the JoR is to aid reviewers when assessing proposals so that they can make an informed judgement on whether the resources requested are appropriate for the research proposed, and whether the proposal demonstrates value for money. All items requested in the proposal need to be justified in the JoR. **The JoR must be no longer than two sides of A4.**

The JoR is a free text document. We recommend that you match the costs to the proposal headings below (where appropriate) so that you do not miss any of your costings. The below two tables are presented in order to assist you. The first is for applicants using the Je-S form to submit costs and the second is for applicants using the [Finance form for Business Costs](#) to submit costs. Items not appropriately justified will not be funded and will be removed by UKRI prior to awards being made.

Je-S fund headings

Cost to the proposal	Justification needed	Questions to consider in the justification
Staff – Directly Incurred posts	Justify why a researcher/innovator, visiting researcher/innovator and/or technician is needed for the proposed work and why the proposed time input is appropriate.	Does the identified work warrant employing the staff requested? Why has the level of resource requested for staff been asked for?
Staff – Directly Allocated posts	Justify the time that the Co-Investigator will spend on the grant. Note: Co-Investigators (Full or Part-time) must not be costed for the whole duration of the project but for a limited period only.	What work packages does the Co-Investigator need to be involved with? What specific skills are they bringing that would otherwise not be present within the project?
Travel and subsistence	Give a full breakdown of the costs in the Je-S form. For example, how many people are travelling, where they are going and why.	<p>If you are planning to visit people to discuss your research/innovation, you must explain why those are the right people to talk to and how they can contribute to you meeting your objectives. If you plan to attend conferences, you must comment on the advantages of conference attendance. Give an indication of the number you want to attend during the fellowship and the type you want to go to, e.g. national/international/general/subject-specific/</p> <p>Travel costs incurred when using facilities should be included where necessary.</p>
Other Directly Incurred costs	Give a description of what has been requested and why.	<p>Justify the need for an item requested. Explain what the item will be needed for and also justify the cost.</p> <p>Applicants should consider their training needs as part of their application. The costs for meeting these training needs should be included in the grant and fellows should ensure that stated training activities are undertaken. Where appropriate it is expected that fellows attend a suitable research/innovation leadership and management course and they should plan to attend this at an early stage of their fellowship.</p> <p>Mentoring is a key career development tool, in addition to the mentoring that should be provided by the Host Organisation, funds can be requested to support justified costs (such as travel and subsistence). associated with any external mentors an applicant may have arranged as part of their fellowship application. Mentors cannot</p>

Cost to the proposal	Justification needed	Questions to consider in the justification
		<p>receive a salary.</p> <p>We expect that the Host Organisation will provide computers and laptops for the fellow and Co-Investigators and other research staff on continuing contracts.</p> <p>You must provide a breakdown of any costs which are incurred for bulk items.</p>
Directly Incurred equipment	Why is the item needed?	Why can the item not be used/borrowed from elsewhere?
Impact	<p>Justify any resources requested to support the impact plan. For example:</p> <ul style="list-style-type: none"> - Staff time, travel and subsistence - Consultancy fees. 	<p>Full justification (what it is and why you need it) of each item requested. Please note: patent costs and other IP costs are not eligible (except for SMEs) Estate and indirect costs must not be requested for Technology Transfer Officers (TTOs). These are project-specific resources.</p>
Other Directly Allocated costs	Justify the need for resources.	<p>Explain what these are and why you need to use them. In some cases, such as internal facilities and shared costs, the basis of costing does not need to be justified.</p>
Estates and Indirect costs (for business-hosted applications, this includes Overhead costs)	<p>Business and overseas Host Organisations must justify – see sections 3.1.11.4. Estates and Indirect costs do not need to be justified for UK-based academic Hosts.</p>	<p>Must not be included for technicians, research support staff, or staff employed at Research Council funded units/institutes. For businesses who will be claiming overhead costs, there should be full details of what these are, the methodology for calculating them and a full justification of what these will include. See 3.1.11.6 above.</p>
Research facilities	Justify time only.	<p>Explain what you are using the facility for and why you need to use this particular facility.</p>
Pooled technicians	<p>For example, workshop or laboratory technicians, usually not named.</p>	<p>We would expect these costs to be included in the estates/indirect/overhead costs. Where the technicians used are of a specialist nature and not included in the estates/indirect costs, they must be fully justified in the JoR as to why they are required and why the costs are not included in the estates/indirect costs.</p>
Infrastructure technicians	<p>For example, health and safety officer at university. Cost must be displayed separately</p>	<p>Where the post is to fulfil a legal requirement, then the post does not</p>

Cost to the proposal	Justification needed	Questions to consider in the justification
	to estate and indirect costs in other directly allocated costs box.	need to be justified.

Finance Form for Business fund headings

Cost to the proposal	Justification needed	Questions to consider in the justification
Salary Cost of fellow	While the salary of the fellow does not need to be justified it is helpful to explain why a particularly high salary, or salary increase, may be necessary	Is the salary appropriate to the sector/company and experience level of the fellow? Are the salary, and salary increases, attractive enough to retain the fellow?
Staff costs	Justify why a researcher/innovator, visiting researcher/innovator and/or technician is needed for the proposed work and why the proposed time input is appropriate. Justify the time that any Co-Investigators will spend on the grant. Note: Co-Investigators (Full or Part-time) must not be costed for the whole duration of the project but for a limited period only. Any other staff costed on the project, for example, health and safety officer, should be justified.	Does the identified work warrant employing the staff requested? Why has the level of resource requested for staff been asked for? What work packages does the Co-Investigator need to be involved with? What specific skills are they bringing that would otherwise not be present within the project? Where the post is to fulfil a legal requirement, then the post does not need to be justified.
Overheads	Business and overseas host organisations must justify – see sections 3.1.11.7 and 3.1.11.8. Estates and Indirect costs do not need to be justified for UK-based academic hosts.	Must not be included for technicians, research support staff, or staff employed at Research Council funded units / institutes.
Materials costs	Give a description of what has been requested and why	Justify the need for an item requested. Explain what the item will be needed for and also justify the cost. We expect that the host organisation will provide computers and laptops for the fellow and Co-Investigators and other research staff on continuing contracts.
Capital usage costs	Why is the item needed?	Why can the item not be used / borrowed from elsewhere?
Sub-contract costs	Why does the work need to be subcontracted?	Why is the subcontractor selected best placed to carry out this work (particularly important where the subcontractor is not UK-based).
Travel and subsistence	Give a full breakdown of the costs in the Finance Form. For example, how many	If you are planning to visit people to discuss your research/innovation, you

Cost to the proposal	Justification needed	Questions to consider in the justification
	people are travelling, where they are going and why.	must explain why those are the right people to talk to and how they can contribute to you meeting your objectives. If you plan to attend conferences, you must comment on the advantages of conference attendance. Give an indication of the number you want to attend during the fellowship and the type you want to go to, e.g. national / international / general / subject-specific.
Other costs	<p>Give a description of what has been requested and why.</p> <p>Justify any resources requested to support the impact plan. For example:</p> <ul style="list-style-type: none"> - Staff time, travel and subsistence Consultancy fees. <p>Detail costs of training and development activities of the fellow</p> <p>Detail costs of any research facilities which will be used which are not included as subcontractors.</p>	<p>Applicants should consider their training needs as part of their application. The costs for meeting these training needs should be included in the grant and fellows should ensure that stated training activities are undertaken. Where appropriate it is expected that fellows attend a suitable research / innovation leadership and management course and they should plan to attend this at an early stage of their fellowship.</p> <p>Mentoring is a key career development tool, in addition to the mentoring that should be provided by the host organisation, funds can be requested to support justified costs (such as travel and subsistence). associated with any external mentors an applicant may have arranged as part of their fellowship application. Mentors cannot receive a salary.</p>

3.2.6 Pathways to Impact

This is a mandatory attachment and can be a maximum of **two sides of A4**.

Impact is **the demonstrable contribution that excellent research makes to society and the economy**. This occurs in many ways – through creating and sharing new knowledge and innovation; inventing groundbreaking new products, companies and jobs; developing new and improving existing public services and policy; enhancing quality of life and health; and many more.

This section should explain how the impact of the proposed research/innovation will be realised.

Impact can take many forms, manifest at different stages in the research/innovation process and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the term of the grant), medium term and the long term.

This section may explain how the proposed research / innovation, and its potential impact, contributes to similar research in the field and/or the health of other research disciplines.

Further information on different types of Impact and Pathways to Impact can be found on the [UKRI website](#).

Activities which will promote potential economic, societal and environmental benefits must be described, along with specific actions that will be taken to ensure that the potential beneficiaries identified in the Impact Summary (section 3.1.7) have the opportunity to benefit from the research/innovation. This should include users and beneficiaries of the research/innovation who are outside of the applicant's community including, for instance, the public sector, private sector, civil society or the wider public in general.

When completing the Pathways to Impact document, please consider and address the following:

- Clear mapping of beneficiaries and target audiences. If the project involves substantial work with overseas businesses, explain here why this is a preferred route to achieving impact
- Opportunities for collaboration
- Strategies for engagement with target audiences
- Methods for communication and engagement (including analysis of appropriate outputs to meet user needs and expectations)
- Monitoring and evaluation of knowledge exchange and impact activities

In describing plans to maximise impact, applicants must consider what is achievable and expected for research/innovation of this nature. If you do not feel that your research/innovation has potential to achieve impact outside of its community, you should use the Pathways to Impact attachment to explain why this is the case. However, it is expected that applicants will have considered impact in its broadest sense, in terms of addressing key UK societal challenges, or current/future UK economic success, and/or enabling future development of key emerging business before coming to this conclusion.

Details of any proposed commercial exploitation plans must be presented here.

For academic hosted fellowships, ownership and responsibility for the exploitation of intellectual property generated typically rests with the Host Organisation. Where an academic hosted fellow seeks funding to work with specific businesses who will gain direct benefit from the project (including but not limited to intellectual property that will be owned by or licensed to the business) State Aid rules will apply. Single business partners must contribute to the overall cost as if they were hosting the fellowship (see Annex 1 of this document). Where multiple business partners are involved, applicants are encouraged to discuss this directly with UKRI.

For business hosted fellowships, ownership and responsibility for the exploitation of intellectual property generated typically rests with the Host Organisation. Where a business application includes other partners (either within other businesses or academic institutes) a collaboration agreement is required and should be agreed between all parties and in place before the project begins.

3.2.7 Facility Form Document Type

Should they be required as part of the research/innovation project, applicants must list national Research Council facilities and describe in a document of no more than two sides of A4 how they will be utilised as part of the proposal – this document is the 'Facility Form'. Applicants should discuss how they should cost and evidence their proposed work with the facility in advance of submitting their application. Some facilities (listed in Annex 4) may also require a formal Technical Assessment. Please see section 3.2.8 for more information.

3.2.8 British Antarctic Survey Logistic Support

Applicants requiring NERC British Antarctic Survey Antarctic Logistic Support must complete a Pre-award Operational Planning Support Questionnaire (OSPQ). This is an online form. Applicants must email the Polar Funding Office (PFO) at BAS (afibas@bas.ac.uk) stating their name, institution and proposal title. The PFO will set up a new, numbered Pre-award OSPQ and send the link to the applicant along with instructions for completion. The Pre-award OSPQ must be completed three months before the Full proposal submission deadline and should be included as an attachment with the Full application.

Any funding applications that request Antarctic Logistic Support without having received prior logistic approval will be rejected.

3.2.9 Technical Assessment

If you are planning to use some of the facilities listed in Annex 4 you must provide a Technical Assessment from the service provider as well as submitting a Facility Form. You are required to contact the facility before submitting your application to check if your proposed research/innovation is feasible and to obtain the Technical Assessment (where needed), which needs to be attached to the application.

The Technical Assessment will detail the outline discussions that have taken place with the research facility, to ensure the facility will be available to you at the required time. Please also confirm the start and end date of use of the facility, support requirements and a brief summary of the facility use and importance of its use for the project.

3.2.10 NERC ship time and aircraft requests

Ship time and aircraft requests must be fully costed and entered as a Directly Incurred - Other cost in your Je-S submission. Please be aware that the costing process can take over 2 months, so any requests will need to be submitted as early as possible. If awarded, these will be notional costs which will be removed prior to award and paid directly to the facilities by NERC. Please note that permissions can be challenging for some geographical areas, and feasibility forms part of the costing process in consultation with the facilities. If you are intending to request access to NERC ships or aircraft, then you must contact NERC Head Office well in advance of submitting your application. Contact: fellowships@nerc.ukri.org.

3.2.11 Data Management Plan

The Data Management Plan (DMP) is a mandatory attachment and must be completed using the available [FLF DMP template](#). The maximum length is **three sides of A4**, though for less complex research the DMP may be as little as a quarter of a page of A4. If any section is not relevant to the proposal 'not applicable' should be entered.

The DMP must demonstrate how the applicant will meet, or already meets their responsibilities for research data quality, sharing and security. It must refer to any institutional and study data policies, systems and procedures and be regularly reviewed throughout the research cycle.

We recognise publicly-funded research data as valuable, long-term resources that, where practical, must be made available for secondary research. Applicants must ensure that research data arising from UKRI-funded research is to be made available to the research community in a timely and responsible manner, unless there are exceptional reasons why this cannot happen. For example, if you will produce environmental science data that has relevance to NERC, you should work with the

relevant NERC Data Centre(s) to cost this as part of your submission and enter as a direct cost. Social science data should be deposited with the UK Data Service. Applicants must consider and discuss their specific requirements with their Host Organisation and, where applicable, relevant Data Service or Centre(s).

3.2.11.1 Level of risk

Where the research/innovation involves human participants, their data or tissues, or where the team holds identifiable data about these participants, the level of risk regarding data management is much higher. In these instances, the DMP should be more detailed and must include information on how these risks will be managed.

3.2.11.2 Cost of data sharing and preparing data for archiving

Where applicable, you must include the costs related to data sharing and preparation for data archiving in the resources section of the proposal form. This may include people, equipment, infrastructure and tools to manage, store, analyse and provide access to data.

Where the costs of managing legacy data and sharing are substantial, the proposal must differentiate the resources and funding for the following activities:

- Collecting, processing and 'cleaning' new data
- Own research on newly-acquired and legacy data
- Ongoing data curation and preservation
- Providing access and data sharing

3.2.12 Head of Department Statement

This is a mandatory attachment and must be from the Pro Vice-Chancellor and Head of the Department, or a Senior Business Representative from the Organisation that will host the fellow. If the Senior Business representative is also the applicant, they should still submit a Head of Department statement as a formal record of the company's commitment to the project costs. The statement must summarise:

- The applicant's suitability for a FLF
- The suitability of the project for the training and career development of the applicant
- Why the department is appropriate for the work proposed, including the long-term commitments the department will make to mentor and support the fellow
- The effective and transparent arrangements that led to the applicant being selected for the FLF
- Confirmation of the commitment to the salary of the fellow and, for academic applicants, should highlight the commitment to providing an open-ended UK based independent research/innovation position, to be taken up during or upon the completion of the fellowship (in line with organisational employment policies and practices)
- Confirmation of the commitment to 50% of any Equipment costs requested in the application, (for academic applicants only)

3.2.13 Mentor Statement

If formal mentoring relationships and associated costs have been identified, a supporting statement from each mentor should be included as mandatory. The mentor statement should include details of the named mentor and the specified commitment made to mentoring support. It should be no more than two sides of A4.

3.2.14 Letters of Support

- All letters of support must be dated, signed and on headed paper, and be a **maximum length of two sides of A4**. Letters of Support should be dated within six months of the application.
- The following types of letters of support may be submitted:
- **Additional Organisation supporting statement:** A supporting statement from the business partner or additional Organisation's Head of Department should be included if an additional Organisation is involved in hosting the fellowship.
- **Project Partner supporting statements:** Project Partners must provide a Letter of Support, as detailed in section 3.1.12 of this guidance. If a Project Partner or Collaborator will be providing clinical samples for the project, the letter must confirm their willingness to provide the samples and that they have the appropriate ethical approval to cover the proposed research (see section 3.1.12.1).
- **Collaborators** must provide Letters of Support confirming their role in the project, any deliverables that are planned and detailing the specific contributions (for example time or resources) that they are prepared to commit to the project. They should also confirm any costs. If a Project Partner or Collaborator will be providing clinical samples for the project, the letter must confirm their willingness to provide the samples and that they have the appropriate ethical approval to cover the proposed research (see section 3.1.12.1).
- **Support for NHS costs:** Projects which will incur NHS costs must attach a Letter of Support from the relevant Health Trust and must also attach a completed SoECAT form. UKRI will only fund costs which fall under the 'Research Costs' heading, which will be funded at fEC. The award will not include NHS support and/or treatment costs, although UKRI will take these into account when considering the value for money of the research.
- **Signed animal usage declaration:** All applications involving the use of animals overseas are required to submit a signed statement, confirming that they have utilised guidance and adhere to regulatory systems in the UK (and where appropriate, overseas). See Annex 3 for further detail about proposals involving animal use.
- **Use of rodents overseas form:** In addition to the signed statement, applications involving the use of rodents overseas must upload the [Use of Rodents Overseas form](#).

3.2.15 Proposal Cover Letter

A Cover Letter (which should be no more than two sides of A4) must be included if:

- the applicant has submitted a previous application to the scheme,
- the applicant has requested funding over £1.2m (80% fEC for academic hosted applications, total project cost for business hosted applicants) with appropriate justification for these costs clearly described,
- the proposal includes individual items of equipment over £138k (applicants from academic

- Host Organisations only),
- the proposal is requesting funding for instrument development (applicants from academic Host Organisations only),
- for any proposals intended to be held on a Reduced Hours basis (applicants from business Host Organisations only),
- for any proposals intended to be held on a job-share basis
- formal Collaborators and mentors are part of the project. The Cover Letter should list their names and Organisation,
- the application is likely to fall within State Aid regulations. Where this is the case, please include the calculations and assumptions used to ascertain the percentage funding levels applied for.

The Cover Letter may also be used to name conflicted experts or organisations that you request we do not approach for a review. If detailing conflicted experts, the following information must be provided in the covering letter:

- The name of the person(s)
- The Organisation(s) they are based at
- A clear reason why the person would not be able to provide an unbiased and evidence-based review

For Organisations, the Cover Letter should note the Organisation name and should provide a clear reason why a reviewer from that Organisation should not be approached to provide a review.

The decision on whether or not to honor a request to exclude a reviewer or Organisation lies with UKRI following consideration of the justification provided. Requests submitted without a justification will not be considered.

The Cover Letter must not be used to submit any additional information that should otherwise be included in the Proposal Form, the Case for Support or any other required attachments. Cover Letters are made available to the Panel and UKRI but are not seen by reviewers.

4 Response to peer review comments (PI Response)

Applicants will have the option to submit a response to peer review comments (a 'PI Response') once the proposal has been fully peer reviewed. The PI Response should reference all peer reviewers and must be a maximum of three sides of A4.

The PI response should use Arial, 11-point font with a minimum of 2cm Margin around each page. If you do not wish to provide a PI Response then you will be able to select this option within Je-S.

Please note that the FLF is a UKRI scheme that is hosted by the MRC for system purposes, and peer review forms do include MRC branding. However, should a peer review refer to the FLF as an MRC scheme, please disregard this comment.

You will have 5 working days to respond to peer review comments. If you are unable to meet this deadline please email fellows@ukri.org to request an extension. When you have submitted your PI response you will receive an email confirmation from Je-S.

The purpose of PI response is the same across UKRI, although you should ensure that you adhere to the FLF-specific page length noted above. MRC have provided a helpful [blog post](#) offering some guidance on how to respond to review comments.

As part of our commitment to support the recommendations and principles set out by the San Francisco Declaration on Research Assessment ([DORA](#)), UKRI reviewers and panel members are advised not to use journal-based metrics, such as journal impact factors, as a surrogate measure of the quality of individual research articles, to assess an investigator's contributions, or to make funding decisions.

The content of a paper is more important than publication metrics, or the identity of the journal, in which it was published, especially for early-stage researchers. Peer review and panel members are encouraged to consider the value and impact of all research outputs (including datasets, software, inventions, patents, preprints, other commercial activities, etc.) in addition to research publications. We advise our peer reviewers and panel members to consider a broad range of impact measures including qualitative indicators of research impact, such as influence on policy and practice.

Annex 1 – State Aid – funding for businesses

State Aid guidance: For applications hosted by business or collaborating with business

UKRI supports UK research organisations and businesses to invest in research, development and innovation. Some of the support we provide that involves a business or undertaking can be considered to be ‘State Aid’, which must operate under European Commission State Aid rules. This will be the case if a business is the host of the fellowship or receives grant funding through the fellowship and may be the case if there is significant collaboration with a business even where the Host is a research organisation.

What is State Aid?

State Aid is a term used by the European Commission. It describes assistance from a public body or publicly-funded body given, on a selective basis, to Organisations who take part in commercial activity.

The State Aid rules are designed to regulate subsidies and stop public authorities from distorting markets. They are also designed to help public authorities make sure that public resources are being targeted to where they are most needed. The State Aid branch of the Department for Business, Energy & Industrial Strategy (BEIS) has lead responsibility within the UK for coordination and development of State Aid policy. The [BEIS State Aid guidance](#) has further information.

What does it mean in terms of funding?

The UKRI FLF scheme will fund at a level in accordance with prevailing State Aid guidance. This will be based on the type of research/innovation undertaken and the size of business or commercial entity involved in the application (see below).

For all fellowships where State Aid is confirmed, UKRI will notify the appropriate bodies at point of award, as required by prevailing State Aid guidance. Additional financial reporting may be requested at intervals during the duration of the fellowship.

When will State Aid apply?

Business hosts

For this purpose, a business is defined as any organisation undertaking commercial activities, which can include some charities or not-for-profit entities. In most cases, this will be an organisation eligible to apply to Innovate UK and not eligible to apply to UKRI at an fEC level, and nor is a Research Council Institute or Catapult.

Where a fellowship is hosted by a business (where funds are paid directly from UKRI into a business without passing through an eligible research organisation) direct State Aid will be assumed to apply. The funding levels and any additional reporting and governance associated with the grants will apply (see section 3).

Host Organisations eligible to apply for fEC (HEI/IRO/UKRI Institute) in collaboration with one or more businesses.

Where the fellowship is hosted by an academic, research or other organisation which is usually funded at fEC rates, State Aid may apply if they are collaborating with a business (under the definition of business above).

In general, State Aid will not be deemed to be a concern where:

- The business partner does not seek a pre-negotiated right to any academically generated foreground project Intellectual Property (IP)

- Where a business partner is being paid full market rate for their services (i.e. a subcontractor) and Intellectual Property Rights (IPR) are not deemed a concern, and are wholly owned by the academic partner
- Any IPR generated by the academic partner are fully allocated to the academic partner
- The data generated from the research can be placed in the public domain within a reasonable timeframe.

Under these circumstances, the business partner may have a right to negotiate for access (at a fair market price) to the academic party's IPR but terms cannot be agreed until the project is completed.

UKRI does not deal with IP rights arising from research funded by grants for extramural research. Ownership and responsibility for the exploitation of intellectual property generated through the activities of the academic party rests with the academic party's institute, who have a responsibility to ensure that value for money is sought.

State Aid is likely to apply where:

- The industry partner wishes to pre-negotiate access to or own academically generated foreground project IP
- The industry partner is the only party with a plausible path to exploit academically generated foreground project IP (e.g. development of a software tool based on a commercial platform).

Where State Aid concerns apply, UKRI can only provide a set proportion of the total project cost, with the remaining funding to be met by the partner(s). This contribution should make up an appropriate proportion of the total project cost (industry plus academic costs) calculated using the table in section three.

Fellows, Host Organisations and their collaborators should assess whether they believe State Aid will be a factor before application and seek to agree draft terms prior to submission of the proposal. Host Organisations should highlight in their Cover Letter if they believe State Aid will apply and details of Partner contribution should be included in the Letters of Support attached to the application.

For all applications with business involvement, applicants will be expected to complete a Future Leaders Industry Collaboration Agreement (FLICA) form. These will assist in defining the relationship between the parties; allowing partners to work out and clearly specify arrangements for relative responsibilities, governance, regulatory approvals, indemnity, intellectual property rights, reporting, and access to data and samples before a project starts. These processes will also allow UKRI to define whether the arrangements the proposed collaboration arrangements are eligible under EU State-Aid regulations for UKRI funding.

The FLICA process will only be started once an application has been recommended for funding, regardless of whether an applicant has declared that State Aid will apply. It will ask applicants and their partners to set out:

- Details of the lead fellow and industrial partner
- The objectives of the collaboration
- The collaborators and their contributions
- The type of research/innovation within the proposal
- How the results of the collaboration will be disseminated
- Whether the academic applicants have a direct or indirect interest in the industrial collaborator(s) and, if so, how conflicts of interests between the parties are being managed.
- The value of the industrial party's contribution
- How IP emerging from the collaboration will be managed

- A draft 'heads of terms document' which provides a draft agreement between all parties and their proposals for provision of intellectual assets

Only one FLICA form will be required to cover all partners to the research. Each FLICA will be independently assessed to determine the suggested funding level.

Where State Aid is found to be a concern and it was previously undeclared, or where UKRI is advised that funding levels should differ than those detailed in the proposal, approval of the application will be withheld pending a revised arrangement between the collaborators, alteration of the funding levels or other changes to the satisfaction of UKRI.

Awards of funding subsequent to the FLICA process will be conditional on the provision of a fully signed and legally binding collaboration agreement between partners within six months of the fellowship award. A Collaboration Agreement must be signed by all relevant parties before the research project can commence.

State Aid: Funding levels and additional considerations

Where State Aid applies, funds will be provided at a level based on the size of business(es) involved, the nature of the research/innovation within the programme and the overall cost of the program. Host Organisations will be provided funding at the following rates (based on the prevailing State Aid guidance at point of publication):

Applicant Business Size	Fundamental Research	Feasibility Studies	Industrial Research	Experimental Development
Micro/Small	100%	70%	70%	45%
Medium	100%	60%	60%	35%
Large	100%	50%	50%	25%

Example:

An academic host and a single large business collaborate on a proposal which covers industrial research. It is agreed that the business will own all IP arising from the project and therefore it will fall under State Aid. The full costs of the programme total £1M. The business would therefore be required to contribute £500k towards the project costs.

The definition of micro, small and medium-sized enterprises (SME) used by UKRI is set out in the [European Commission Recommendation of 6 May 2003](#). A large business in this context means any enterprise which is not an SME. Where multiple companies are in collaboration, the business size of the largest partner will determine the funding rate.

The classifications of research in this context are defined as:

Fundamental research

This means experimental or theoretical work primarily to gain new knowledge of underlying phenomena and visible facts, without any direct practical application or usage.

Feasibility studies

This means analysis and evaluation of a project's potential, aimed at supporting the process of decision making. This is achieved by uncovering its strengths, weaknesses, opportunities and threats as well as identifying resources needed and the prospects for success. Feasibility studies will usually help businesses decide to work either individually or collaboratively with other industrial or research organisations, before conducting a subsequent larger project.

Individual competition scopes will define their own requirements for feasibility studies in terms of project size and length.

Industrial research

This means planned research or critical investigation to gain new knowledge and skills. This should be for the purpose of product development, processes or services that lead to an improvement in existing products, processes or services. It can include the creation of component parts to complex systems and may include prototypes in a laboratory or environment with simulated interfaces to existing systems, particularly for generic technology validation.

Experimental development

This means the acquiring, combining and shaping of existing scientific, technical and other relevant knowledge and skills. This would be to produce plans, arrangements and designs for your products, processes or services. This can include producing drafts, drawings, plans and other documentation as long as they are not intended for commercial use.

It can also include the development of commercially-usable prototypes and pilots. This would only be allowable if the prototype or pilot would be too expensive for demonstration purposes only. Any revenue made from it, must be deducted from the eligible costs.

Experimental production and testing of products, processes and services is also eligible provided they cannot be used, in any form, in industrial applications or commercially. Experimental development should not include routine or periodic changes to products, production lines, manufacturing processes, existing services and other operations in progress, even if such changes may represent improvements.

Projects that span more than one category of research

Sometimes projects include work packages with more than one category of research. For example, a project may include elements of industrial research and experimental development. In this case, you would need to identify:

- the main research category (this will be where more than 50% of the eligible costs will be incurred)
- which other categories the other work packages fit into
- the appropriate level of funding for the total project, for example for a large company if 80% of a project is industrial research and 20% is experimental development, the total eligible funding is 45% (80% @ 50% = 40%, and 20% @ 25% = 5%)

You should apply for grant funding equivalent to the aggregated work packages.

Decisions on funding levels will be made on a case by case basis, and where there is doubt, individual applications will be assessed independently to determine where State Aid should apply. UKRI's decision on levels of funding are final.

Annex 2 – Full Economic Costing in academic and analogous institutions

Full Economic Costing

FLF applications from applicants in an academic Organisation are costed on the basis of Full Economic Costs (fEC), consistent with the dual support system in Research Council eligible organisations and State Aid legislation. Host Organisations must agree to fund the balance of the fEC for the project from other resources.

Fellows planning to spend time at a second centre overseas may request support for 100% of the costs associated with any overseas research and staff salaries. Fellows planning to spend time in businesses should request support at the appropriate level in line with State Aid requirements- see Annex 1.

Universities and other Higher Education Institutes (HEIs) will use the Transparent Approach to Costing (TRAC) methodology to calculate fEC. Other Organisations can apply for full economic costs provided the methodology they adopt has been validated by UKRI as appropriate and robust. The standard default rates should be used where Host Organisations have not developed their own rates; these are published [here](#).

Annex 3 – Animal use

Use of animals

The elaboration of a compelling research/innovation case is an essential prerequisite for justifying the use of animals. Over the past few years there have been a number of important initiatives aimed at raising the sometimes-inadequate standard of reporting of animal experiments in the scientific literature. The NC3Rs' ARRIVE guidelines, for example, lay out criteria that should be met in reporting animal studies in order that their results and conclusions can be appropriately evaluated by readers. These criteria address a range of issues relating to transparency and validity of experimental design, the avoidance or minimisation of bias and the adequacy of statistical aspects of the study, including statistical power and appropriate statistical analysis.

In light of these initiatives UKRI has revised and updated its guidelines on what information needs to be provided to allow appropriate and thorough evaluation of the scientific strengths and weaknesses of proposals for funding involving animal use. In some cases, adherence to the principles defined in this section will require additional resources, for example, for animal identification such as 'microchipping', increased maintenance charges resulting from the randomisation procedure, or salary costs associated with obtaining statistical support. We recognise this and will support such costs where fully justified in the appropriate sections.

The NC3Rs has developed guidance for applicants when selecting contractors for animal research and the expectations of UK public funders. A presentation detailing the information that applicants should provide can be found on the [NC3Rs website](#).

Applicants should be aware that all applications involving the use of non-human primates, cats, dogs, pigs and equines will be referred to the NC3Rs via their Peer Review Service. In some circumstances, applications involving the use of other species may also be referred, at the discretion of UKRI.

Experiments using animals must comply with the Animals (Scientific Procedures) Act 1986 (ASPAs), amended 2012 and any further embodiments. Institutions and grant holders are responsible for ensuring that all appropriate establishment, personal and project licences required under the Act have been granted by the Home Office, including gaining approval via their institution's local ethical review process. All awards are made on the absolute condition that no work that is controlled by the Act will begin until the necessary licences have been obtained.

In addition, applicants must ensure that they are following best practice in relation to animal husbandry and welfare. Where proposed work is not covered under an existing ASPA project license, applicants should make certain that their proposals are received by their local Animal Welfare and Ethical Review Body (AWERB), prior to submission and ensure that any ethical or welfare implications raised are addressed.

Replacement, reduction and refinement of animal experiments

Applicants are expected to have developed their applications in accordance with the cross-funder guidance for the use of animals in research: [Responsibility in the Use of Animals in Bioscience Research](#) and [NC3Rs Guidelines: Non-human Primate Accommodation, Care and Use](#).

Experiments using animals funded by UKRI must comply with the Animals (Scientific Procedures) Act 1986 (ASPAs), amended 2012 and any further embodiments in:

- Using the simplest possible, or least sentient, species of animal appropriate
- Ensuring that distress and pain are avoided wherever possible
- Employing an appropriate design and using the minimum number of animals consistent with ensuring that objectives of the proposal will be met.

Advice on opportunities and techniques for implementing these principles can be found on the [NC3Rs website](#). This includes the [Experimental Design Assistant \(EDA\)](#), a free online tool from the NC3Rs to help optimise experimental design and ensure that the number of animals used is consistent with the objectives of the proposal.

Proposals involving animal use

Researchers are strongly advised to read the following section carefully before preparing a proposal to ensure all the relevant information required is included in the appropriate sections of their application. Applicants must ensure their proposal clearly sets out and justifies the following:

- The research objectives and how the knowledge generated will advance the field
- The need to use animals and lack of realistic alternatives
- Choice of species of animals to be used
- Type of animal(s), for example, strain, pathogen free, genetically modified or mutant
- Planned experimental design and its justification
- Numbers of animals and frequency of measurements/interventions to be used
- Primary outcomes to be assessed
- Planned statistical analyses

All applicants carrying out research involving the use of pigs are required to address the NC3Rs [standardised pig questions](#) within the body of the application.

Applicants proposing to use animals must complete the following section of the Je-S form:

Animal Costs	Detailing the costs associated with the purchase, breeding and maintenance of each species of animal
Animal Research	Detailing any procedures categorised as moderate or severe (in accordance with the maximum prospective severity rating in the Home Office licence under which the work will be carried out) in order that the assessment of the proposal can balance the importance of the potential scientific advancement to the welfare of the animals.
Animal Species	Detailing scientific reasons for the use of animals and an explanation of why there are no realistic alternatives must be given, with an explanation of how the choice of species complies with ASPA.

Use of animals overseas

- If the proposal involves the use of animals overseas, applicants must submit a signed statement (uploaded as a Letter of Support to the Je-S application) from both UK and overseas partners noting that:
 - They will adhere to all relevant national and local regulatory systems in the UK and overseas
 - They will follow the guidelines laid out in the NC3Rs 'Responsibility in the use of animals in bioscience research' document and ensure work is carried out to UK standards

- Before initiation of the proposed work, appropriate approvals from Organisational and/or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects. Successful applicants may be expected to provide copies of these permissions before funding is released.
- Details on where the animal research will take place (UK or overseas) and through which funder the resources are being sought.

If the research involves the use of rodents overseas, rather than in the UK, please also complete the '[Additional questions on the use of rodents overseas](#)' form, and upload as a Letter of Support to the Je-S application.

Annex 4 - List of Research Council Facilities (updated September 2019)

The Future Leaders Fellowships is a cross-UKRI call that is hosted by the MRC. Due to system restrictions, we are not able to display all of the Research Council Facilities in Je-S and so applicants intending to use a Research Council Facility need to highlight this in a Facility Form, which should be added to the application as an attachment. Some facilities (noted by an asterisk) also require a Technical Assessment, which should be obtained by contacting the relevant facility prior to submitting an application to discuss usage. The Technical Assessment should also be added to the application as an attachment.

All Research Council Facilities

- Airborne GeoSciences, University of Edinburgh*
- Anaerobic Digestion Facilities
- ARCHER*
- Atmospheric Measurement Facility (AMF)*
- British Isles GNSS archive Facility (BIGF)*
- British Ocean Sediment Core Research Facility (BOSCORF)*
- Combined MSTRF and CFARR Facility*
- Culture Collection of Algae and Protozoa (CCAP)*
- Dalton Cumbrian Facility: Dalton Nuclear Institute
- DESY SYNCHROTRON, HAMBURG
- Diamond Light Source
- Earlham Institute*
- Energy Research Unit
- EPSRC National Electron Paramagnetic Resonance Spectroscopy Facility and Service*
- EPSRC National Chemical Database Service
- EPSRC National Dark Fibre Infrastructure Service
- EPSRC National Epitaxy Facility*
- EPSRC National Service for Computational Chemistry Software
- EPSRC National Service for X-ray Materials Science (XMaS)
- EPSRC National Service of the Laser Loan Pool
- EPSRC National Wave Testing Service*
- EPSRC UK National Crystallography Service (NCS)*

- EPSRC UK National Facility for Advanced Electron Microscopy (SuperSTEM)*
- EPSRC UK National Mass Spectrometry Facility (NMSF)
- European Incoherent Scatter Radar Facility (EISCAT)*
- European Synchrotron Radiation Facility (ESRF)*
- European X-ray Free Electron Laser (XFEL)
- Experimental Geoscience Facility*
- Facility for Airborne Atmospheric Measurements (FAAM)*
- Field Spectroscopy Facility*
- Flood Channel (Wallingford)*
- Free Electron Lasers for Infrared eXperiments (FELIX)
- Geophysical Equipment Facility (GEF) - (Ocean Bottom Instruments) Durham/Soton*
- Geophysical Equipment Facility (GEF) – Edinburgh*
- Geophysical Equipment Facility (GEF) – Leicester*
- HarwellXPS*
- High Power Lasers
- ICP-MS Facility, Kingston University*
- Institut Laue-Langevin (ILL)
- Ion Microprobe Facility (IMF)*
- JASMIN*
- Luminescence Laboratory, Aberystwyth*
- Medium Energy Ion Scattering Facility (MEIS)
- Molecular Spectroscopy Facility (MSF)*
- Monsoon2
- National Environmental Isotope Facility (NEIF)* (see note)
- National Nuclear Laboratory
- National Wind Tunnel Facility*
- NERC Biomolecular Analysis Facility (NBAF)*

- NERC Earth Observation Data Acquisition and Analysis Service, Plymouth (NEODAAS)*
- NERC Earth Observation Data Centre
- NERC shiptime and/or marine equipment**
- NERC Supported Data Centres
- NEXCS
- North East Amino Acid Racemization (NEAAR)*
- Open University U-Series Facility (OUUSF)*
- Polymer Characterisation Service (RAPRA)
- Research Complex at Harwell (RCAH)*
- Research Data Facility (RDF)*
- Sorby Environmental Fluid Dynamics Laboratory*
- Space Geodesy Facility*
- STFC ARTEMIS LASER
- STFC Astra Laser
- STFC Gemini Laser
- STFC ISIS Pulsed Neutron and Muon Source
- STFC Lasers for Science Facility
- STFC Vulcan 1PW Laser
- The UK 850MHz Solid State NMR Facility
- Thermal Technologies at CPI
- UK Arctic Research Station*
- UK Geoenergy Observatories (UKGEOS)*
- UK National Ion Beam Centre*

**All applicants for NERC marine facilities must submit an online Ship-time & Marine Equipment (SME) application form by creating a cruise profile through the Marine Facilities Planning website. For further information, including details of timings, please refer to the [NERC website](#).

Note: The following facilities have been combined to form the National Environmental Isotope Facility (NEIF):

- *Accelerator Mass Spectrometry Laboratory (AMS)*
- *Argon Isotope Facility (AIF)*
- *Cosmogenic Isotope Analysis Facility (CIAF)*
- *Life Sciences Mass Spectrometry Facility – Bristol (LSMSF)*
- *Life Sciences Mass Spectrometry Facility – East Kilbride (LSMSF)*
- *Life Sciences Mass Spectrometry Facility – Lancaster (LSMSF)*
- *NERC Isotope Geosciences Laboratory (NIGL)*
- *NERC Radiocarbon Facility (Environment), East Kilbride (NRCF)*
- *NERC Radiocarbon Facility (Archaeology), Oxford (NRCF)*