Managing your award

Getting started

If a Future Leaders Fellowships (FLF) proposal is successful, an electronic offer letter will be sent to the Host Organisation's administrative office via the Joint Electronic-Submission System (Je-S). It is the responsibility of the Host Organisation to provide copies of the offer letter to the Fellow and any other interested parties. Please note that the offer letter can take a few weeks to be received following the notification of outcome due to UKRI's post-panel administrative processes.

The offer letter will be accompanied by an electronic offer acceptance form via Je-S, which must be completed and accepted within 10 working days of receipt by the Host Organisation's administrative office. Should the offer be accepted, a start confirmation form and payment schedule will be sent out electronically via Je-S. The administrative office must submit the start confirmation document via Je-S within 42 days of the actual start date.

Further information on starting procedures can be found in the fEC Grants Terms & Conditions (T&Cs).

Delaying the start

UKRI FLF grants have a mandatory latest start date for each round. These dates are detailed within the timelines found on the ‘How to apply’ page.

A grant may be delayed by up to three months after the date given in the offer letter, so long as this does not exceed the mandatory start date, without the need to notify the FLF team. The end date for the grant will be revised automatically in these instances. If you wish to request an extension to the start date outside of these parameters, please contact the FLF Post-Award team: FLFpostaward@ukri.org.

Payments

Payment profiles are created for each grant based on the expected pattern of expenditure over the lifetime of the grant. Please see the UKRI website for grant payment clearing dates.

Post-award amendments

The UKRI fEC Grants Terms & Conditions are applicable to FLF grants. In addition to the UKRI T&Cs, award holders will note additional FLF terms and conditions within their offer letter. Host Organisations and fellows are responsible for ensuring that all T&Cs are adhered to.

UKRI understand that circumstances may change throughout the duration of the fellowship and offer flexibility to the grant to be as accommodating as possible. Therefore, amendments to a grant can be requested in line with the T&Cs, via Je-S grant maintenance requests.

Grant transfer requests

If a Fellow wishes to transfer their Fellowship to a different Host Organisation, prior approval from the UKRI FLF team must be sought in advance of submitting the formal transfer request via Je-S. The new Host Organisation must be eligible for UKRI funding and, as a
minimum, meet the commitment to salary and post-award support made by the existing Host Organisation. The transfer will need to be agreed by both the existing and new Host Organisation.

UKRI will request information in support of the move which will be reviewed by FLF panel members before a decision is taken. As such, sufficient time must be allowed for the transfer to be reviewed and processed. This will include reconciling the existing grant and creating a new one at the new Host Organisation. If the grant is active, please allow at least four months for this process to be completed from the date of the request being made.

**Parental Leave**

If a Fellow or named researcher is included on the grant as Directly Incurred (DI) staff and they spend 100% of their contracted time on the grant, then the costs of their parental leave can be paid from the grant.

UKRI will compensate any additional net costs that cannot be met within the cash limit of paid parental leave at the end of the grant. The net cost is the amount paid to the individual less the amount the Research Organisation can recover from HMRC.

**Submitting grant maintenance requests via Je-S**

Grant maintenance requests are a Je-S functionality which allows award holders to submit requests to change an existing grant. These requests are subject to UKRI approval.

For example, change requests can be submitted for:

- Extensions
  - Staff extensions
  - Exceptional extensions - non staff
- Grant suspension/resumption
- Start date extension request
- Grant transfer request
- Grant termination

You can also make a ‘grant generic change request’ for any other type of change not covered by the specific options.

For more guidance on post-award amendments please refer to the [UKRI website](https://www.ukri.org). For more guidance on submitting requests and a full list of grant maintenance requests, please see the [Je-S Grant Maintenance Requests](https://jes.ukri.org) page.

**Acknowledging UKRI support**

Grant supported work should formally be described as “This work was supported by a UKRI Future Leaders Fellowship [grant number xxxx].”

**Contacts**

Should you have any problems with Je-S, please contact the [Je-S Helpdesk](mailto:JeSHelp@je-s.ukri.org). The helpdesk is staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

- Email: JeSHelp@je-s.ukri.org
- Tel: 01793 444164
Should you have any UKRI FLF policy queries regarding the management of your award, please contact the FLF Post-Award team.

- Email: FLFpostaward@ukri.org
- Tel: 01793 416409

Further information for award holders and Host Organisations can be found on the UKRI website.