

## Terms and Conditions – UKRI COVID-19 Grant Extension Allocation

### 1. Background and objective

- 1.1. UK Research and Innovation (UKRI) is issuing a COVID-19 Grant Extension Allocation (CoA) to UK organisations to support costed extensions to grants affected by the COVID-19 pandemic.
- 1.2. We expect organisations to use CoA funds to ensure that UKRI grant outcomes continue to be met, the value of its grant investments continue to be realised, and to sustain grant-funded research skills and capability of UK research organisations that will be needed to underpin the post-pandemic national recovery. Further information on the policy is available under the “UKRI COVID-19 Grant Extension Allocation” at: <https://www.ukri.org/research/coronavirus/guidance-for-the-research-and-innovation-communities1/>.
- 1.3. The award of CoA is contingent on the requirement of the organisation to submit a Governance Plan, which needs to be approved by UKRI; and the organisation accepting the Terms and Conditions listed in this document. Our expectations for the Governance Plan are outlined in the “Grant Additional Information” section.

### 2. General Terms and Conditions

- 2.1. The grant will be paid in five quarterly instalments. The first instalment will be paid in September 2020.
- 2.2. The CoA is paid at 100% and is not subject to full economic costing. Directly incurred costs must constitute to at least 35% of CoA.
- 2.3. All costs categories are permissible apart from exceptional costs with one exemption: overseas exceptional costs for clinical trials will be permitted on some specific grants, and the relevant organisations will be contacted separately to confirm these.
- 2.4. This award covers the period 1 April 2020 to 30 September 2021 and cannot be extended. For extensions of research projects beyond 30 September 2021, organisations should approach the Council concerned. Extensions of CoA can only be offered in specific circumstances and will be supported through an additional award (see CoA Frequently Asked Questions for further details).
- 2.5. Organisations are permitted to contribute towards the CoA via “change of use” of funds from existing UKRI funded grants ending after 1 April 2021. UKRI will require organisations seeking to change the use of existing grants to make an internal charge against the existing grants and a corresponding internal credit to the allocation.
- 2.6. Change of use of funds from Official Development Assistance (ODA) funded grants are not allowed under any circumstances. Funds from the allocation can be used to support ODA-funded grant activity within your organisation, but not those of staff of overseas organisations.
- 2.7. It is a requirement of the award that the start date must be 1 July 2020.
- 2.8. These Terms and Conditions and the use of CoA apply to grants awarded to your organisation by the following Councils within UK Research and Innovation:
  1. Arts and Humanities Research Council
  2. Biotechnology and Biological Sciences Research Council

3. Economic and Social Research Council
  4. Engineering and Physical Sciences Research Council
  5. Medical Research Council
  6. Natural Environment Research Council
  7. Science and Technology Facilities Council
  8. Innovate UK also known as 'Technology Strategy Board'
- 2.9. Further reference to UKRI here refers only to Councils listed in Paragraph 2.8.

**3. Following conditions apply on the use of funds from the CoA:**

- 3.1. The CoA can only be used to support UKRI grants and fellowships awarded to UK organisations. The CoA can only be used to support UK organisation costs (see also Paragraph 2.3 "exclusion of exceptional costs").
- 3.2. The decision on how to spend the CoA rests with organisations in receipt of the award. However, the primary objective of the CoA funding is described in Paragraph 1.2.
- 3.3. CoA can be used to support grants awarded from UKRI Councils, as listed under Paragraph 2.8, that have been affected by the COVID-19 pandemic. Organisations should prioritise CoA support for projects ending by 31 March 2021.
- 3.4. Use of CoA is required to maintain the disciplinary balance that is reflected in the distribution of your organisation's UKRI grant portfolio ending in 2020/21. A 10% variation of the organisation's disciplinary balance is acceptable.
- 3.5. UKRI CoA cannot be used for new research activities, to support training grants or fund activities that are fully supported by other funders. Subject to Paragraph 2.3, it is permitted to use CoA to support co-funded costs between UKRI and external funders.
- 3.6. Organisations must maintain their current balance of support to co-investigators at different organisation(s). The balance of co-investigator funding between your organisation and an external organisation must be within a 10% variation of your current balance with that external organisation.
- 3.7. CoA cannot be used to purchase new equipment. Maintenance of existing kits required to achieve objectives of funded projects can be costed to CoA.
- 3.8. Organisations are expected to ensure that equality, diversity and inclusion is considered and supported when allocating funds from this CoA towards disrupted grants. Therefore, the CoA needs to maintain the balance of an organisation's 2020/21 grant funding by protected characteristics and seek to mitigate disadvantages to protected groups incurred through the pandemic and its impacts.
- 3.9. CoA cannot be used to pay for staff that leave your organisation. Where staff have been furloughed under Coronavirus Job Retention Scheme (CJRS), our expectation is that the CJRS should fund the extension of their time spent on the grant. CoA funding should not be used to pay for individual staff costs (including the top-up of salaries) where staff – whose costs have been charged against the grant – have subsequently been furloughed under the Coronavirus Job Retention Scheme:  
<https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>. This will form part of the reporting and monitoring arrangements to UKRI.
- 3.10. UKRI will not consider any direct requests for costed extensions for grants that have been disrupted by the COVID-19 pandemic during the period covered by the CoA as stated in Paragraph 2.4.

- 3.11. With the exceptions listed in Paragraph 3.12, if UKRI has already accepted a request for a no-cost extension for a non-ODA project, this project may receive CoA support at the discretion of the organisation.
- 3.12. Non-ODA projects ending before 30 September 2021 will not be able to benefit from a no-cost extension and receive CoA support if UKRI has not approved the no-cost extension by 31 July 2020, with the exception of no-cost extension requests to accommodate parental leave or sickness or in cases where staff have undertaken secondments to provide support for the UK Government response to the COVID-19 pandemic (for example, working in the NHS Test and Trace Laboratories or vaccination service). This exception does not apply to those individuals working on a COVID-19 research or innovation project.
- 3.13. If you have submitted a no-cost extension request for a non-ODA project, which has not yet been approved, and now wish to receive CoA funding, please notify us that your no-cost extension is no longer required.
- 3.14. ODA projects ending before 30 September 2021 will be able to benefit from a no-cost extension and receive CoA support if a no-cost extension has been accepted by 31 October 2020, or if the no-cost extension is to accommodate parental leave or sickness or in cases where staff have undertaken secondments to provide support for the UK Government response to the COVID-19 pandemic (for example, working in the NHS Test and Trace Laboratories or vaccination service). This exception does not apply to those individuals working on a COVID-19 research or innovation project.

#### **4. CoA payments are subject to financial conditions below:**

- 4.1. The total award value of the CoA will be divided into five quarterly payments with half of the CoA award value paid in 2020/21 financial year, and the other half paid during 2021/22. As the UKRI CoA is administered by EPSRC, payments dates will be the same as EPSRC research grants.
- 4.2. The final quarterly payment for CoA will be held automatically and is contingent on the submission of the Final Report by 31 December 2021. The Final Report will be subject to a separate review by UKRI.
- 4.3. Failure to supply details of expenditure may result in UKRI reclaiming the funds awarded.
- 4.4. UKRI reserves the right to vary the value of CoA during its lifetime in accordance with the Gross Domestic Product (GDP) Deflators published by HM Government or to consider any other Government decisions affecting the funding available to UKRI.
- 4.5. UKRI reserves the right to amend, and/or suspend future payments if funds have not been spent as reported in the Final Report.
- 4.6. UKRI reserves the right to terminate the Grant at any time, subject to reasonable notice and to any payment that UKRI agrees may be necessary to cover outstanding and unavoidable commitments.
- 4.7. Any under spending from the CoA award as reported in the Final Report will be fully recovered and reconciled.
- 4.8. Organisations' overspending of the CoA will not be met by UKRI.

#### **5. Reporting and audit requirements for CoA**

- 5.1. Organisations will be required to submit a Final Report on how funds have been spent at the end of the award. The Final Report must be submitted via Je-S as an attachment with the Final Expenditure Statement. The normal requirements for expenditure must be entered into the Final Expenditure Statement available in Je-S.
- 5.2. Organisations may be asked to provide evidence of proportion funding distribution subject to Paragraphs 2.2 and 3.4. This may include the considerations taken to ensure that equality, diversity and inclusion is supported as described in Paragraph 3.8.
- 5.3. For reporting and auditing purposes, all funds used towards ODA grants must be recorded and reported separately from the rest of CoA spend. You will be required to report any funds used toward ODA related costs at the end of December 2020, in order to meet Department for International Development (DFID) reporting requirements. ODA reporting should include information on how the spend is ODA compliant and primarily focused on enabling the delivery of development impact in countries on the list of ODA recipients.
- 5.4. UKRI reserves the right to call for periodic updates on the CoA progress, visit the CoA award holder, or request participation in evaluation studies. The CoA award holding organisation must make all reasonable efforts, if so invited, to respond to requests for information or to attend events or activities organised by UKRI concerning the research supported by CoA, including requests or events after the grant end date.
- 5.5. Any change of use of funds redirected to CoA from existing UKRI grants must be auditable. UKRI reserves the right to investigate and review the CoA after it has finished.
- 5.6. Subject to Paragraph 3.6, organisations must report CoA support for co-investigators by capturing any transfer of finance to and from external organisations.
- 5.7. Expenditure from the CoA must be auditable and kept separate from expenditure paid from other sources of funding.
- 5.8. UKRI reserves the right to examine expenditure of the CoA in the course of the award.
- 5.9. UKRI shall be entitled to inspect any financial or other records and procedures associated with the CoA as are reasonably required to verify the regularity and propriety of the CoA grant expenditure, or to appoint any other body or individual for the purpose of such inspection. This includes expenditure by Third Parties.
- 5.10. Organisations may be contacted by a Third Party, on behalf of UKRI, with a request to provide certain data or information to support monitoring and evaluation of the CoA policy. Organisations will need to comply with this request. UKRI is in the process of determining specific data and information requirements, but this could require organisations to provide information beyond the existing outcomes reporting requirements (information submitted through Researchfish) associated with any UKRI awards.

By accepting the Grant in Je-S you are agreeing that you accept the award and the Terms and Conditions as stated above. Please note, awards will only be paid if you have confirmed acceptance of the award and completed the Start Confirmation by 17 August 2020\*

\*This date has been updated 10 July 2020

Paragraph 3.11-3.14 were updated on 20 August 2020

Paragraphs 3.12 and 3.14 were further updated on 25 August 2020

Paragraphs 2.4, 3.12, 3.14 and 4.1 were updated on 18 January 2021