



Future Leaders Fellowships

Renewal Guidance

Version 1.3 February 2023

Version Control

Version	Section	Change
1.1 June 2022	1.1	Updated Covid 19 statement
	2.2	Additional information on visa costs
	3.5	Advice on uploading DMP added
	3.5.4.6	Facility Form information updated
	4.2.4	Facility costs guidance updated
	Annex A	Added Catapult eligibility
	Annex E	Updated Subsidy Control guidance
	Annex F	Added BAS and NERC ship and aircraft time requests guidance
1.2 September 2022	1.2	Clarity relating to applicant/panel discussion.
	2.3	Clarity relating to Co-Investigators
1.3 February 2023	2.2	To include update on costing of healthcare surcharge
	3.5.1.1	Updated guidance for R4RI
	3.5.1.2	Removed requirement for cover letter to list collaborators and mentors
	3.5.2.1.	Update to documents for additional activities

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1 PLANNING YOUR APPLICATION

1.1 COVID-19

UKRI recognises that the COVID-19 pandemic has caused major interruptions and disruptions across our communities. We are committed to ensuring that individual fellows and their wider team, including partners and networks, are not penalised for any disruption to their career(s) such as breaks and delays, disruptive working patterns and conditions, the loss of on-going work, and role changes that may have been caused by the pandemic.

Reviewers and panel members will be advised to consider the unequal impacts of the impact that COVID-19 related disruption might have had on the track record and career development of those individuals included in the proposal. They will be asked to consider the capability of the applicant and their wider team to deliver the research they are proposing, and the progression of the fellowship to date. Where disruptions have occurred fellows can highlight this within their application, if they wish, but there is no requirement to detail the specific circumstances that caused the disruption.

UKRI acknowledges that it is a challenge for applicants to determine the future impacts of COVID-19 while the pandemic continues to evolve. Applications should be based on the information available at the point of submission and, if applicable, the known application specific impacts of COVID-19 should be accounted for. Where known impacts have occurred, these should be highlighted in the application, including the assumptions/information at the point of submission. There is no need to include contingency plans for the potential impacts of COVID-19. Requests for travel both domestically and internationally can be included in accordance with the relevant scheme guidelines, noting the above advice.

Reviewers will receive instructions to assume that changes that arise from the COVID-19 pandemic, post-submission will be resolved, and complications related to COVID-19 should not affect their scores.

Where an application is successful, any changes in circumstances that affect the proposal will be managed Post-Award.

For data analysis purposes, we ask applicants to not include the words 'COV-19', 'COVID-19' or 'Coronavirus' in the summary or title sections unless the application relates to proposed research and/or innovation in this area.

1.2 Project Eligibility

Future Leaders Fellowships renewal applications may be submitted by current FLF award holders. Fellows will be informed of their application window with a minimum of 16 months remaining on their fellowship, to ensure that the outcome of the renewal sift meeting is communicated at least 6–12 months prior to the end date of current fellowships.

The renewal allows for additional funding for up to three years (pro rata for part time fellows) and the fellow can apply for up to £567k of UKRI funding (equating to 80% fEC for academic hosts).

The aim of the scheme is to provide a continuation of the original FLF award; the renewal funding will continue to support the development of a leading-edge fellow, and further the fellow's work to undertake adventurous, ambitious programmes that tackle difficult and novel challenges. The continuation may be made up of a single programme of work, or through multiple

consecutive/concurrent interlinked projects led by the fellow (a 'Portfolio Fellowship'), and should go beyond what other, smaller or project grants could support.

Renewal applications can be submitted within or across any area(s) of research and/or innovation covered by UKRI. The renewal project should be a continuation of the original FLF application; however, it is recognised that the project will have developed and progressed, and a fellow may change the direction of their project over the period of the fellowship. It is expected that fellows may choose to alter their planned programme of research and/or innovation, including when it can be justified, the host organisation, in response to new discoveries or techniques, to build on their own changing experience, or to reflect changing business requirements and market opportunities.

The FLF renewal must not be used to request funds for a completely new, independent project.

The renewal will be awarded if there is a prima facie case for progression, and the fellow is able to demonstrate this in their proposal. If a prima facie case for renewal is not agreed, a further discussion will be required with the fellow, and separately, potentially the associated host organisation (Head of Department or equivalent) if required by the panel.

The prima facie should demonstrate the following:

- Clear evidence of fellow development and leadership during the fellowship to date
- Contribution to the Research and Innovation landscape, including realisation of short-term impacts of the original proposal and how the fellow has responded to unforeseen challenges
- A distinctive and outstanding research and/ or innovation project, with robust methodology
- That the fellow articulates a continued route to realise potential and clearly demonstrates the added value of continuing the fellowship mechanism of support
- That the host organisation has confirmed that an open-ended contract has been attained or described a definite route to an open-ended contract, which will be attainable by the completion of the fellowship.

All successful FLF renewal awards are subject to the ['fEC Grant Terms and Conditions'](#).

Please note that there is no PI response stage as part of the FLF Renewal assessment.

1.3 Host Organisation

Changes to the Host Organisation are permitted where a fellow can clearly demonstrate personal or professional reasons for requiring this change. The grant may be hosted by another eligible organisation, providing that it can offer a suitable environment to enable the fellowship to be successfully completed. A new host must maintain any commitments to the fellow as per the original application, and this will be assessed at the renewal point.

UKRI recognise that it may be appropriate for a fellow to transfer between academic and business-based Host Organisations, depending on the development of their project and career. This is permissible at the renewal stage. Host Organisations must meet the host eligibility criteria, which can be found in Annex A.

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 and/ or 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 at FLFpostaward@ukri.org.

1.4 Time commitment

FLF renewal awards continue to allow fellows protected time to concentrate fully on their research and/or innovation, training and development and establishing an open-ended position by the end of the award. In comparison to the original fellowship, over the renewal period fellows will have additional flexibility to undertake non-FLF project career-development activities.

Awards may be held for periods of three years up to the value of £567k of UKRI funding. Awards may be held for less than three years, but the funding available will be proportionate to the length of award. For example, a one-year award would be available up to the value of £189k of UKRI funding.

1.4.1 Additional activities and commitments for academia-hosted fellows

As per RGC 8 of [UKRI Terms and Conditions of Research Council fEC Grants](#) academia-hosted fellows will continue to have six hours per week of time to spend on other commitments such as teaching, demonstrating, peer review, other funded projects or business-related activities, or on up to two clinical sessions a week in the case of clinical fellows (pro-rata for part time fellowship). It is the responsibility of the fellow to manage this time at their own discretion and to ensure its use benefits their professional and career development. The fellow maintains the right to decline requests from their host to use this time for additional teaching time or wider purposes.

In addition to the six hours per week that can be used flexibly to undertake additional activities, as part of the renewal process fellows can make a case to spend up to 50% of their time on non-FLF renewal project related career-development activities, such as teaching, time involved with other projects, etc., that have been set out and justified within the renewal proposal. In recognition of the increased host contribution to the fellow's salary over the renewal period, the fellow can claim any salary costs associated with these activities (e.g. salary costs could be claimed on project grant applications to UKRI or other funders). Further detail about how to incorporate non-FLF renewal project related activities can be found section 3.5.2.1.

Additional activities for non-academic-hosted fellows

Please note that non-academic-hosted fellows are required to spend all of their working time on the renewed fellowship working towards the aims and objectives of the project, due to Subsidy Control rules. Should a non-academic-hosted fellow wish to undertake additional activities, this can be requested via a Reduced Hours Fellowship.

1.4.2 Reduced Hours Fellowships for non-academic-hosted fellows

Where a fellow is hosted by a business, Subsidy Control rules mean that it is not possible to fund salary costs for activities outside of the fellowship. However, a fellow's career may also benefit from taking on non-fellowship activities. Non-academic-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. A non-academic-hosted

fellow can request a reduced hours fellowship at the renewal, even if they did not do so for their original FLF fellowship. Costs arising from any working-time the fellow spends on other commitments may not be claimed as part of the renewal.

Reduced Hours fellowships may also be held part-time, to allow the fellow to combine their research and/or innovation with personal responsibilities. For example, a non-academic-hosted fellow may hold a renewal at a part-time duration of 0.5 FTE to combine the fellowship with personal responsibilities. This part-time fellowship may then also be held as a Reduced Hours Fellowship, with up to 40% of the 0.5 FTE spent on other work commitments within the same Host Organisation. In this instance, we would expect the duration of the fellowship to be increased pro rata to take account of the part-time nature.

Non-academic-hosted fellows undertaking a Reduced Hours Fellowship may also hold the fellowship as a job share. Please see the FAQs on job shares for further information.

Fellows must 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 renewal and how a Reduced Hours Fellowship will benefit their career.

1.4.3 Part-time working

Fellowships may be held on a part-time basis (to a minimum of 0.5 FTE) in order to combine research and/or innovation with personal responsibilities. With the exception of Reduced Hours Fellowships, fellowships may not be held on a part-time basis to combine the research and/or innovation with another activity, for example, a part-time job.

In all cases, 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 three-year fellowship on a full-time basis would equate to a six-year fellowship with the fellow working 0.5 FTE, but the value of the award would remain the same.

If you require support in calculating part-time salary, please see the 'Academic salary calculator – Renewal' on the [guidance and templates page](#).

1.4.4 Job Share

Fellows may apply to hold a fellowship as a job share, or transfer to a job share if appropriate at the renewal stage. Please see the [FAQs on job shares](#) for further information and contact the UKRI FLF team in the first instance, who will advise on the appropriate steps to take.

1.5 Multiple submissions

Fellows 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. If a Research Council/Innovate UK call does allow applications, the application must not request more than 50% of the fellow's working time, as per the guidance on additional activities.

Fellows may apply simultaneously to other funders' fellowship schemes (those funders outside of UKRI) but cannot hold fellowships which fund more than 50% of their working time.

Fellows may simultaneously seek grant support for other projects, from UKRI or other funders, while their renewal 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 renewal 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 (detailed in section 1.4)

Any fellowship, grant or public funding applications under consideration at the time of application to the renewal must be declared in the 'Other Support' section of the proposal form. Fellows detailing multiple submissions will not be penalised during the assessment process, but fellows 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.

2 APPLICANTS

Fellows must ensure that they have obtained the permission of any other person named on the proposal form (for example any Co-Investigators or Project Partners) for the provision of their personal information to UKRI and the processing of their data by UKRI for the purpose of assessing the application and management of any funding awarded.

UKRI expects all the researchers and innovators it funds to adopt the highest standards in the conduct of their work and consider its potential ethical and societal implications. This means exhibiting impeccable integrity and following the principles of good research practice detailed in the UKRI Research Integrity Guidance. considering the principals of Responsible Innovation

2.1 Fellow eligibility

All FLF renewal award fellows must be current award holders of a Future Leaders Fellowships award. The call will not be open to any other fellows.

2.2 Overseas fellows

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

Successful fellows who require a visa to work in the UK will be eligible to be considered under the fast-track [Global Talent Visa route](#). This visa route is designed for researchers/innovators and gives the holder flexibility to pursue their research and collaborations.

Visa and immigration health surcharge (IHS) costs can be charged for the fellow and any DI staff directly employed on the grant for 100% of their contracted time, this is not extended to family members, or, under the TRAC methodology, some institutions provide visa cost support under estates and indirects.

UKRI will not support costs associated with gaining UK citizenship, Indefinite Leave to Remain or Permanent Residency.

The granting of any visa is always subject to the standard Home Office general grounds for refusal of a visa. UKRI can provide guidance on the evidence required for an application. Please contact fellowtier1info@funding.ukri.org for further details.

2.3 Co-Investigators

Co-Investigators (Co-Is) are only permitted where they clearly bring complementary and different skills to the project.

- Co-Is may be from any eligible non-academic organisation or academia.
- Co-Is (full- or part-time) may be costed for the duration of the fellowship but not for a significant period of time, whilst the fellow learns the new skills/discipline.
- Co-Is must have a 'Research Proposal' type Je-S account and their account must be verified by their organisation.
- A Co-Is role in the project must be clearly defined and justified within the 'Case for Support' attachment. These roles must not overlap with the roles of Mentors or Collaborations. 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. International Co-Is are not eligible.
 - **Experience and position:** A Co-I must either hold a PhD or have equivalent or comparable research and/or innovation experience, commensurate to that required for their role in the project.

Non-academic hosted 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 Subsidy Control where a non-academic hosted Co-I is heavily involved in the project. Please see Annex E for more details.

2.4 Visiting Researchers

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 over the lifetime of the award.

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.

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

2.5 Collaborations

Project Partner: A third-party person who is not employed on the grant, or a third-party organisation, who provides specific contributions either in cash or in kind, to the project. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved; however, any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation. As a rule, Project Partners are expected to provide contributions to the delivery of the project and should not therefore be seeking to claim funds from UKRI. However, where there are specific circumstances where Project Partners do require funding for minor costs such as travel and subsistence, this will usually be paid at 80% fEC unless otherwise stated by us; note that any applicable Subsidy Control regulation and HMRC guidance will also be taken into account, which may affect the percentage of these costs that we will fund.

These costs should be outlined and fully justified in the proposal and will be subject to peer review. The financial value of the contribution, whether actual or in kind, must be included on the Je-S form. Please note that this figure can be an estimate.

UKRI Head Office Staff acting in their capacity as a UKRI employee are not eligible to be Project Partners. Organisations that are fellows on the project, including non-lead fellow organisations, cannot also be a Project Partner.

A Project Partner must submit a Project Partner letter of support. Please see section 3.5.4.2.

Subcontractor: A Subcontractor is defined as a third-party individual who is not employed as staff on the grant, or a third-party organisation, who is subcontracted by the Host Organisation to deliver a specific piece of work. This will be subject to the procurement rules of the Host Organisation.

All costs that support the delivery of the subcontract are eligible and will be paid at the relevant % for the award.

Costs should be outlined and fully justified in the proposal and will be subject to peer review. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved, however any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation. Please see Annex E for more information on Subsidy Control.

Collaborator: UKRI do not have an official role/descriptor of “Collaborator” as this is a word often generically used in relation to a project, therefore this could lead to confusion. Instead, the term “collaboration” should be used in the generic sense to explain that there is a project relationship or interaction, accompanied with an official project role descriptor of Project Partner, Sub-contractor, PI, Co-I etc to explain the nature of the collaboration.

Letters of support are only permitted from project partners supporting the application. Any additional letters of support will be returned to be removed.

Dual Roles: An organisation or individual can act as both a Project Partner and Subcontractor, however this must be fully justified and will be subject to peer review.

This enables the organisation/individual to receive recognition as a Project Partner for the elements of their contribution to the project that is in an integral or meaningful capacity, which they wouldn't get if they were needing to be included only as a subcontractor. As a rule we would expect Project Partner related costs to be minor, where the project needs work to be undertaken that is more significant and includes costs other than travel and subsistence, then the organisation/individual to be contracted may need to be included as both a Project Partner and a Subcontractor. An example of where dual roles might be required is when an organisation or individual is giving to the project in kind but are also selected to deliver other work to the project involving non-minor costs to be covered via a subcontract.

Project Partner/Subcontractor entitlement to project outputs and Intellectual Property

Entitlement to the outputs of a project and/or Intellectual Property will be determined between the parties involved, however any access to project outputs and/or Intellectual Property must be in line with any relevant Subsidy Control regulation. Please see Annex E for more information on Subsidy Control. Any entitlements should be set out in a formal collaboration agreement, as per fEC Grant condition RGC 12.1.

3 HOW TO APPLY

3.1 Expression of Interest

In order to manage the renewal process, and to provide an outcome within a timely period, each fellow will be required to complete a simple survey to demonstrate their expression of interest (EOI) to apply to a particular meeting. The purpose of the EOI survey is to notify the FLF team of intent to submit. The information submitted will be used to select peer reviewers and moderating panel members.

The survey will be circulated to eligible fellows in accordance with their current fellowship end date.

3.2 Creating the proposal

The call for applications is an open funding opportunity with no funding deadline, to account for the varying end dates of current award holders.

Proposals for all fellows must be submitted via the Joint Electronic Submission System (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 and FLF renewal scheme on behalf of all Research Councils and Innovate UK.

Creating the Je-S Proposal form:

- From the fellow'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
- Select Document Type: Fellowship proposal
- Select Scheme: UKRI Future Leaders Fellowships
- Select Call: UKRI Future Leaders Fellowships Renewal
- Select 'Create Document'

3.3 Equality and Diversity

The Je-S System collects personal data including date of birth, ethnic origin, gender and disability.

We use the personal data you give us to:

- Inform analysis to investigate if applicants to the scheme who share a protected characteristic:
 - Suffer a disadvantage linked to that characteristic
 - Have different needs to other groups, or
 - Have a disproportionately low level of participation
- Publish aggregated and anonymised data as part of our commitment to transparency and supporting access and inclusion

3.4 The Proposal Form

The proposal form is completed in Je-S. The main headings include the following:

Heading	Information required
Project details	<p>Details of the Host Organisation, the project title, start date and duration must be entered in this section.</p> <p>The start date must be the day after the end date of the original FLF award. The end date of the original FLF award includes any no-cost extensions that have since been added to the original application.</p>
Fellow details	Details of the fellow and any Co-Is.
Objectives	Summarise the project's main aim and objectives over the additional requested funding period.
Summary	<p>Provide a 'plain English' summary of the research and/or innovation proposed, in language that could be understood by a non-specialist audience. It should explain the context of the research and/or innovation, its aims and objectives, and its potential applications and benefits.</p> <p><i>This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.</i></p>
Beneficiaries	<p>Summarise how the proposed fellowship's research and/or innovation outcomes will contribute to knowledge, both within the UK and globally. This should include how the research and/or innovation will benefit others in the field and/or sector, identify beneficiaries in other disciplines and outline how the results of the proposed research and/or innovation will be disseminated to these beneficiaries.</p> <p><i>This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.</i></p>
Other Support	Any public grant funding received in the last three years or which will overlap with the lifetime of the fellowship award.
Related Proposal	Fellows should enter their original FLF application grant reference number and select 'Continuation'.
Staff	Please enter all Directly Incurred staff posts.
Resources	Fellows should refer to section 4 to complete this section.
Classifications	The classification sub-sections must be completed to indicate whether the project will involve:

	<ul style="list-style-type: none"> • Human biological samples • Stem cells • Beneficiary countries • Keywords - Fellows are also asked to describe their fields of activity. This section is used to determine which of the constituent parts of UKRI would be best placed to identify the reviewers/assessors for the proposed research and/or innovation. For individual Council and Innovate UK information, see Our councils – UKRI. <p>Fellows should enter the relevant abbreviations and not the full funder name(s). Fellows 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.</p>
Ethical information	<p>Provide 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.</p> <p>If applicable, within the ‘Animal Research’ section, fellows 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.</p> <p>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 B in this document).</p>

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

If you experience difficulties using Je-S or have questions regarding its use, please contact the helpdesk at jeshelp@je-s.ukri.org or telephone 01793 444164.

3.5 Attachments

In addition to the Je-S proposal form, attachments are required. All attachments must follow the below requirements:

- All attachments to be completed in 11-point Arial typeface and must adhere to the page-length limits detailed below.
- Margins must not be less than 2cm.
- Attachments should be uploaded as PDFs to avoid conversion issues from other file formats.

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, that are submitted incomplete, or with significant omissions.

Please note that any errors in the application may result in a delay to your outcome. Please contact FLFRenewal@ukri.org if you have any questions prior to application.

Mandatory attachment type	Je-S attachment type	Template provided?	Page limit
Resume for Researchers & Innovators (Fellow and Co-I(s) only)	CV	Yes	Four sides A4
Case for Support	Case for support	No	Three sides A4
Justification of Resources	Justification for resources	No	Two sides A4
Head of Department Supporting statement	Letter of support	No	Two sides A4
Data Management Plan If the fellow has/is proposing to move host organisation, or if there are any major changes to the host organisations data management from the original application. If a DMP is not required, please upload a document stating 'no DMP required'.	Data management plan (Please note that the system will not accept an application without this document type)	Yes	Three sides A4
Academic specific mandatory attachments			
Additional activities If you do not plan to participate in any additional activities, please upload a document stating that you will spend 100% of your time on the fellowship.	Letter of support	No	One side A4
Non-academic-hosted specific mandatory attachments			
Finance Form for Non-Academic Fellows	Letter of support	Yes	N/A

In addition, each application may require additional mandatory attachments dependant on certain conditions.

Additional mandatory attachment type	Conditions	Je-S attachment type	Template provided?	Page limit
Cover Letter	<ul style="list-style-type: none"> The proposal is requesting funding for instrument development (fellows from academic Host Organisations only) Proposals intended to be held on a Reduced Hours basis (fellows from non-academic-hosted and Catapult Host Organisations only) The application is requesting an R&D subsidy. Where this is the case, please include the assumptions used to ascertain the percentage funding levels applied for (not applicable for fEC). Conflicted individuals or organisations that fellows request we do not approach for peer review 	Cover letter	No	Two sides A4
Project Partner letter of support	If Project Partners are included in the application.	Letter of Support	Yes	One side A4
Support for NHS Costs (SoECAT)	<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. 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 fellows believe that their clinical research will not involve Excess Treatment Costs.</p>	Letter of support	Yes	N/A
Signed Animal Usage Declaration	If application involves use of animals overseas	Letter of support	Yes	Two sides of A4
Use of Rodents Overseas Form	If application involves use of rodents overseas	Letter of support	Yes	Two sides of A4
Facility 'Form'	If proposing to use national Research Council facilities	Facility form	No	Two sides of A4

Technical Assessment or equivalent form	If proposing to use some national Research Council facilities, for example HPC.	Technical assessment	No, but individual facilities may have specific forms.	N/A
British Antarctic Survey Logistic Support	If proposing to use British Antarctic Survey Logistic Support. See Annex F	Technical assessment	Online application	N/A
NERC ship time and aircraft requests	If proposing to use NERC ship time and aircraft. See Annex F	Technical assessment	Online application	N/A

3.5.1 Mandatory Attachments – all fellows

The following attachments are required from all fellows, regardless of Host Organisation type.

All templates can be found on the [UKRI webpage](#).

3.5.1.1 Resume for Researcher and Innovators

The Resume for Researcher and Innovators (R4RI) is required for the Fellow and any named Co-Investigators. Guidance in relation to the R4RI and the template can be found [here](#). All R4RI must be submitted on the template.

R4RI is a structured template designed to allow you to showcase the relevant skills and experience Researchers and Innovators have. The template encourages fellows to include a wide range of contributions to the Research and Innovation landscape so that these can be recognised and rewarded as part of the assessment process. We encourage fellows to be specific and only highlight outputs that are directly relevant to the FLF renewal or that provide evidence of the fellow and their team's ability to deliver the proposal.

The R4RI template should be used to provide evidence for how fellows meet the requirements listed in the FLF renewal assessment criteria. The R4RI is used to provide information on the fellows development and leadership progress to date, and should concentrate on the period covered by the original FLF grant.

R4RI is assessed as a whole and therefore it is of no consequence which heading a piece of evidence is included under; the modules are simply designed to help fellows consider all aspects of their work. The R4RI should be completed as a narrative and lists should be avoided where possible. The use of metrics (such as H-index) is strongly discouraged in line with the DORA principles¹.

No other CVs should be submitted.

3.5.1.2 Case for Support

The Case for Support must be no longer than three sides of A4.

¹ [Home | DORA \(sfdora.org\)](#)

The Case for Support should summarise the fellow's vision for the renewal and progress to date against the aims and objectives of the original application. Applications must describe their plans for the whole renewal period, noting the assessment criteria, as detailed below:

Research and/or Innovation:

- Evidence for the quality of the research and/or innovation of the work to date, and of the proposed programme of further work.
- Fellows should describe progress against the original aims and objectives of the original proposal to date.
- Plans for the importance, 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.
- Sufficient detail must be given to demonstrate why the research and/or innovation will establish or maintain competitiveness a distinctive and outstanding activity.
- Identify where access to facilities or resources will be required and their benefit to the project.
- How the fellow has responded to unforeseen challenges (should these have arisen) whilst maintaining research integrity.
- Where multiple projects are proposed, demonstrate how they are linked and can deliver research and/or innovation excellence as a portfolio of projects.
- If applicable, describe all human studies and animal experiments. See Annex B for further guidance of the information that must be provided if the proposal involves animal use.

Fellow and their development: A clear plan to support the further training and development of the fellow (and, if applicable, their team) during the renewal period and for gaining advice or mentorship over the renewal period; supporting not only the research programme but also their broader career and professional development.

Career Intentions: describe how the added value of a UKRI FLF renewal award will continue to have a demonstrable impact on the career trajectory of the fellow. Fellows should outline any career developments to date, outlining further short- and long-term career intentions.

Impact and Strategic Relevance:

- Demonstrate the short-term impacts of the original proposal to date.
- Outline what the potential further short- or long-term impacts are and whether the pathways to achieve this impact are well understood.

Fellows should also include information on:

Co-Investigator(s): Co-Is are only permitted where they clearly bring complementary and different skills to the project. For each Co-I included, clearly define and justify their limited role in the project.

Collaborations: Use the case for support to outline any collaborations, and their involvement in the project.

Intellectual property: 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

3.5.1.3 Justification of Resources

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 below two tables are presented for assistance. Items not appropriately justified will not be funded and will be removed by UKRI prior to awards being made.

The JoR is a free text document. We recommend that fellows match the costs to the proposal headings. UKRI guidance on writing a Justification of Resources (JoR) is available in the [Je-S helptext](#).

Non-academic-hosted-hosted fellows

For further guidance on writing a Justification of Resources based on the finance form, please see Annex C.

3.5.1.4 Head of Department Supporting 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 fellow, 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 outline:

- The commitment from the Host Organisation to realising the potential of the fellow; and establishing them as a research/innovation leader to date and in the future
- How the host has supported the fellow and their programme of work outlined in the original application, including the future commitments the department will make to mentor and support the fellow
- For academic fellows, must highlight confirmation of an open-ended UK based independent research and/or innovation position, that the fellow has been successful in securing. If an open-ended position has not yet been secured, the commitment from the Host Organisation and the progress the fellow has made towards securing an open-ended position, to be taken up during or upon the completion of the renewal fellowship, must be detailed (in line with organisational employment policies and practices)
- Confirmation of the commitment to the salary of the fellow, and whether any additional grant funding will be used to contribute to the salary
- Confirmation of the commitment to 50% of any Equipment costs requested in the application (for academic fellows only)
- If moving host organisation, the new host must maintain any commitments to the fellow as per the original application. This should be highlighted in the supporting statement.

3.5.2 Mandatory Attachments – academia-hosted fellows only

3.5.2.1 Additional activities for academic fellows

FLF fellows hosted by academic organisations can propose to spend up to 50% of their time over the renewal period (years 5–7) on non-FLF project related activities, where appropriate justification can be made for the professional and career development of the fellow. Fellows should demonstrate that the time spent on the proposed additional activities is realistic and that there will still be appropriate time to achieve the desired outcomes of the fellowship. Clear added value of the fellowship must still be justified.

In addition to this, any additional research grant income received can be used to contribute to the proportion of the salary that has been committed to by the Host Organisation. If it is expected that the supervision of additional grant funded projects will take up more than the standard six hours per week that is available flexibly to the fellow to undertake non-FLF activities, the proposed proportion of time to be dedicated to other projects must be clearly set out in the application. It must be clear how this will benefit the fellow's career development. All proposed additional activities must be set out in the application, and these should not impact upon the added value of the renewal award

In addition to the 50% of time on non-FLF related commitments, fellows will still have access to the six hours per week (as per standard UKRI T&Cs) available for other activities. Please note that these are at the fellow's discretion, and do not need to be outlined in the proposal.

The additional activities attachment should provide narrative on the structure and purpose of any non-FLF project activities, and if it is intended that a fellow will be bringing in salary contributions from any additional activities undertaken. Although there is flexibility to undertake up to 50% of a fellow's time on non-FLF project activities, the nature of these activities must be planned in advance and a clear justification made as part of the renewal application.

Fellows should clearly outline:

- The percentage of time overall that the fellow expects to dedicate to non-FLF project activities, and how this will work in combination with the proposed fellowship activities
- What are the planned activities, and the proposed proportion of time to be spent on different activities (For example, how much time spent teaching, how much on departmental administration, how much time spent overseeing new project grants, etc.)
- How they expect these activities to support the professional and career development of the fellow as a leader both within the Host Organisation and more widely
- The importance of the additional activities and how the fellow will continue to gain clear added value from the fellowship alongside these.

If fellows do not intend to undertake any additional activities, a document stating 'no additional activities' should be submitted to confirm.

3.5.2.2 Data Management Plan

The Data Management Plan (DMP) is required when:

- The fellow is proposing a new host
- There are significant changes to the hosts original data management from the original application

Please note that Je-S will not accept applications without a DMP document type. If you do not require a DMP, please upload a dummy document stating 'no DMP required'

The DMP must demonstrate how the applicant will 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. If any section is not relevant to the proposal 'not applicable' should be entered.

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.

Applicants must consider and discuss their specific requirements with their Host Organisation and, where applicable, relevant Data Service or Centre(s).

Level of risk

Where the research and/ or 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.

Cost of data sharing and preparing data for archiving

Where applicable, fellows 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.

3.5.3 Mandatory Attachments – non-academic-hosted-hosted fellows only

3.5.3.1 Finance Form for Business Fellows

Costings for fellows hosted by a business must not be included in the Je-S form. All Je-S costs should be indicated as zero and instead business-based fellows must complete the '[Finance Form for Business Fellows](#)' template as directed in this [guidance](#).

The template should be saved as a PDF document, ensuring that all pages have been saved. The saved template should be uploaded using the attachment type Letter of Support.

3.5.4 Additional Attachments

3.5.4.1 Cover Letter

A Cover Letter must be included if:

- For any proposals intended to be held on a Reduced Hours basis (fellows from business and Catapult Host Organisations only)
- The proposal is intended to be held on a job-share basis
- An academic-hosted application is requesting funding for instrument development

- If the application is likely to fall within Subsidy Control regulations. Where this is the case, please include the calculations and assumptions used to ascertain the percentage funding levels applied for.

The Cover Letter can be used to name individuals or Organisations that fellows request UKRI do not approach to provide 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 individuals 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.

3.5.4.2 Project Partner Letter of Support

Any individual researchers/innovators or organisations (other than the Host Organisation) that will make specific contributions to the project are known as Project Partners and must be listed as such in Je-S. The maximum length in one side of A4.

Each Project Partner is required to provide a Letter of Support which must be submitted on the [template](#) and must be dated and signed by an authorised representative of the Organisation. Letters of Support should be dated within the previous six months.

Additional information requirements where human tissue/participants are being provided by a Project Partner

Where the Project Partner (whether an individual or organisation) is responsible for recruitment of people as research participants and/or providing human tissue, list them as a Project Partner on the proposal form and enter a nominal sum of £1 for the value of the contribution. Details should be included in the case for support. A letter of support must be attached to the application and include the following information:

- Agreement that the Project Partner will 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

Letters of support must not be submitted in any other circumstance.

3.5.4.3 Support for NHS Costs (SoECAT)

Researchers applying for research grants involving human participants will need to complete a Schedule of Events Cost Attribution Template (SoECAT) to be eligible for the National Institute for Health Research (NIHR) portfolio and the support it provides.

Who needs to complete a SoECAT?

A SoECAT must be completed if any of the following apply:

- The proposed study is intended for the NIHR CRN portfolio, the route through which support and Excess Treatment Costs are provided in England. This may include studies that will take place in a social care or public health setting.
- 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 A SoECAT MUST be completed even if you don't think your clinical research will involve excess treatment costs (ETCs).

Completing a SoECAT form

When applying for UKRI funding, the following steps need to be completed;

- Complete a new form called a 'Schedule of Events Cost Attribution Template (SoECAT)', which can be download from the [NIHR website](#).
- Once completed, this form needs to be reviewed and signed off by a Local Clinical Research Network (LCRN) AcoRD specialist. A list of LCRN specialists can be found on the [NIHR website](#). Early engagement with the LCRN AcoRD specialist in the application process is recommended.
- Append the 'study information' and 'summary' pages of the signed off SoECAT form with your completed grant application. Please note that Je-S does not allow the upload of MS Excel files, therefore please convert the relevant pages to a PDF and upload it to the application as a 'Letter of Support'. Please detail the file's description as 'Schedule of Events Cost Attribution Tool'. UKRI reserve the right to request a copy of the complete original signed MS Excel form.

3.5.4.4 Signed Animal Usage Declaration

If your project involves the use of animals overseas you must submit a signed statement 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 [Peer review and advice service | NC3Rs](#) and ensure that work is carried out to UK standards
- Before initiation of the proposed research work, appropriate approvals from Institutional and/or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects. Successful proposals 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.

3.5.4.5 Additional questions on the use of animal's form

If the research involves the use of animals (rodents, rabbits, sheep, goats, pigs, cattle or xenopus) overseas, rather than in the UK, please also complete the 'Additional questions on the use of [species] overseas' form - [Use of animals overseas | NC3Rs](#)

If the research involves the use of pigs, please complete the [Standardised questions on the use of pigs form](#).

3.5.4.6 Facility Form

Due to system restrictions, we are not able to display all of the national Research Council Facilities in Je-S and so applicants intending to use any national Research Council Facilities need to highlight this in a Facility Form. Applicants should list the national Research Council facilities they intend to use and describe how they will be utilised as part of the proposal.

Applicants must list the national Research Council facilities they intend to use and describe how they will be utilised as part of the proposal in a document of no more than two sides of A4. This document should be uploaded as the attachment type 'Facility Form' (please note that this is not a form but is a free-text document and a template is not available). It is strongly recommended that applicants contact the relevant facility at least one month prior to the closing date to ensure that the facility can provide the service(s) required and can provide any additional information in time to be submitted with the application.

See Annex D for more information about available facilities and resources.

3.5.4.7 Technical Assessment or equivalent form

Some facilities require a Technical Assessment (typically obtained from or in consultation with the service provider) in addition to the Facility Form. Applicants are required to contact the facility before submitting their application to check if the proposed research and/ or innovation is feasible and to obtain the Technical Assessment. A full list of facilities that require a Technical Assessment can be found on the [Je-S website](#).

The Technical Assessment will detail the outline discussions that have taken place with the research facility, to ensure the facility will be available at the required time. Fellows should 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.

Please refer to individual UKRI councils' websites for information on the relevant contact details for different facilities.

4 RESOURCES

Due to Subsidy Control regulations, the way resources are identified and costed differs between academic and non-academic host organisations. The following sections are separated for those hosted in an academic organisation (including HEIs, IROs and Institutes)) and those non-academic organisations funded in compliance with Subsidy Control.

Funding may be requested up to the maximum value of £567k UKRI contribution (80% fEC for academia-hosted fellows).

4.1 Overview of costing for academia-hosted fellows

FLF renewal applications from fellows 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 Subsidy Control legislation. Please see [Annex E](#) for more information on Subsidy Control. Host Organisations must agree to fund the balance of the fEC for the project from other resources.

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

- **Years 5 and 6:** The fellow can request 50% of the full economic cost of their salary from the award. This will be awarded at 80% fEC so the UKRI contribution will be 40% overall (80% of 50%).
- **Year 7:** The fellow can request 25% of the full economic cost of their salary from the award. This will be awarded at 80% fEC so the UKRI contribution will be 20% overall (80% of 25%).

	Total salary request from award	UKRI contribution	Academic Host Organisation's contribution
Year 5	50%	40%	60%
Year 6	50%	40%	60%
Year 7	25%	20%	80%

Directly Incurred costs arise from the conduct of the research and are verifiable through an audit record. Directly allocated costs are based on estimates or apportioned costs rather than actual costs. These costs arise from resources used by the project that are shared by other activities. All costs requested should be justified within the Justification of Resources document.

Further guidance on UKRI fEC costing can be found in the [UKRI Terms and Conditions 'Costings information'](#).

4.2 Directly Incurred costs

4.2.1 Staff

The payroll costs of all staff, full or part-time, who work on the project, and whose time can be supported by a full audit trail may be included.

Salary increments over the period of the project should be taken into account but should not anticipate future pay awards. Once the grant has been awarded no additional requests can be made for supplementary salary costs.

4.2.2 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 travel must occur between the start and end date of the renewal 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.

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.

4.2.3 Equipment

For academia-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.

Single items of equipment costing between £10k (inclusive of VAT) and £138k (inclusive of VAT)

- Must be included under the 'Equipment' fund type heading. Please note the £10k includes all component parts of the equipment requested, either purchased or leased.
- The academic Host Organisation should contribute towards the cost of any capital items or equipment over £10k (inclusive of VAT) at a minimum of 50%

Single items of equipment costing over £138k (inclusive of VAT)

- Must be included under the 'Equipment' fund type heading and a two-page business case outlining the strategic need for the equipment and three quotations for each individual item must be uploaded. 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 validate and be submitted.

Equipment for instrument development (academia-hosted fellows only)

- Equipment for instrument development only will be funded at 100% fEC, although UKRI reserves the right to request organisational contributions in exceptional circumstances. A request 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 and/or innovation opportunities.

Completing equipment details

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 Host RO
Total	Total cost (excluding any VAT etc that can be reclaimed)
Amount sought	Total amount requested (this will normally be 50% of <u>total cost</u>)

4.2.4 Other Directly Incurred Costs

Other costs directly attributable to the project may include:

- Consumables
- Sub-contractor fees

- Consultancy fees
- NHS costs
- Individual items of equipment below £10,000
- Additional childcare, beyond that required to meet the normal contracted requirements of the job, and that are directly related to the project, may be requested if the institutional policy is to reimburse them. However, childcare costs associated with normal working patterns may not be sought
- Training needs
- Mentors - funds can be requested to support justified costs (such as travel and subsistence) associated with any external mentors and fellow may have arranged as part of their fellowship application. Mentors cannot receive a salary.
- Minor Project Partner costs, such as travel and subsistence
- Research and workshop facilities/existing equipment/capital. For most facilities the notional cost of using the facility should be included in Other Directly Incurred Costs. In some cases, the costs will be removed from the grant and awarded notionally. If facility costs have not been included in the application, they cannot be added later.

Please note, fellows based at academic Host Organisations are not permitted to request funds for publication costs. It is expected that the Host Organisation will provide computers and laptops for the fellow and Co-Is and other research staff on continuing contracts. No costs associated with PhD students may be requested in the application.

4.3 Directly Allocated costs

4.3.1 Investigators

This section should include costs for Co-investigators working directly on a project, if their time charged to the grant will be based on estimates rather than actual costs.

4.3.2 Other Directly allocated

These costs should include all other direct costs calculated on the basis of estimates. Items can include:

- Staff, such as infrastructure technicians or pool staff, whose time is shared across several projects and where their time on the project is not supported by an audit trail.
- Charge out to institutional research facilities
- Charge out costs for use of existing equipment.

4.4 Estates and Indirect costs

For academia-hosted fellows, Estates and Indirect costs will be calculated by the Host Organisation. 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.

These must not be included for technicians, research support staff, or staff employed at Research Council funded units/institutes.

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

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.

Indirect costs

- Non-specific costs (that are not otherwise included as Directly Allocated costs) charged across all projects based on estimates.
- 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).
- Costs of ethics reviews and infrastructure technicians can be included under this heading.
- 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.

Estate and Indirect costs at additional organisations:

Estates and Indirect costs will continue to be payable to the lead Organisation if the fellow plans to spend 6 months or less (per absence) at another organisation.

If the fellow spends more than six months, for a single period, away from the lead Organisation:

- 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 estate costs may be requested, 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 and managed through the lead Organisation.
- If the Organisation at which the fellow will spend the six+ months is in a DAC list developing country, Estates and Indirect costs for the Organisation maybe requested at 100% as Exceptions in the Directly Incurred-Other cost category. 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%.
 - Estates and Indirects must not be requested for projects that are not taking place in a developing country

4.5 Exceptions (funded at 100% fEC)

- Overseas costs may be included as an exception, for further information, please see [Overseas costs](#) section.
- Costs to meet externally commissioned surveys (those commissioned through a procurement process and contract with a professional provider) may also be included, provided that the survey is not undertaken by the applicant.

4.6 Animal costs

- May be shown as either Directly Incurred or Directly Allocated.
- Applications must include a breakdown of animal costs, including weekly maintenance charges, in the Je-S application form in the section 'Resources – Animal costs'.
- A more detailed justification of the costs incurred should be given in the 'Justification of Resources' attachment. This should detail the total number of animals requested, and justify the resources requested for purchasing, breeding, maintaining and using the chosen number of animals.

Further details can be found in Annex B.

4.7 Research and workshop facilities/existing equipment/capital

- Should include any costs that will be 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.
- If using NERC HPC facilities, it is not necessary to provide a cost for usage. 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.

4.8 Overseas costs

Fellows planning to spend time at an additional research organisation overseas may request exceptional support for 100% fEC of:

- The cost associated with any overseas staff salaries
- Other costs incurred as a direct result of the research (for example, T&S, meetings)
- See [Estates and Indirect costs](#) for more information

In projects where time spent overseas by the fellow totals six months or more over the duration of the fellowship costs may be included for:

- Fares, baggage, medical insurance and rent of reasonable accommodation.
- Overseas living allowance, provided this is fully justified. 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 if the family will accompany them for the whole period.

The below table summarises the eligible overseas costs, and the fEC rate at which UKRI will pay these costs:

Description	UKRI fEC contribution
Costs for overseas support staff for the fellow, including salary, travel and subsistence.	100%
Costs charged by the overseas organisation and associate with the research (consumables, field work, etc.)	100%
A contribution towards indirect and estates costs at the overseas organisation, where the research is being undertaken in a DAC list country .	100%
The costs of any service or product procured (for use in the UK) from an overseas supplier (mouse, antibody strains, cells lines, assays etc.)	80%
Travel and subsistence (including bench fees) for UK based researchers going abroad to undertake work.	80%

4.9 NHS costs

Applications may be made for research costs associated with NHS studies. Costs included in these applications comprise of:

- Research costs
- NHS treatment costs
- NHS support costs

Research costs of a study: UKRI will only fund costs which fall under this heading.

- Funded at the appropriate FEC rate (usually 80%).
- Does not include NHS support and/or treatment costs, although UKRI will take NHS support and treatment costs into account when considering the value for money of the research.
- Where a research study takes place in, or involves the NHS, Department of Health guidance on the responsibilities for meeting patient care costs associated with research and development in the NHS applies.

NHS support costs:

- Additional patient care costs associated with the research, which would end once the research and development activity in question has stopped, even if the patient care service involved continues to be provided.
- May cover items such as extra patient tests, extra in-patient days and extra nursing attention.
- Researchers should contact their local NHS research and development department initially. If they are unable to help directly or if there is no local NHS research and development department, contact the local Comprehensive Local Research Network (CLRN) Senior Manager.

NHS treatment costs:

- Patient care costs that would continue to be incurred if the patient care service in question continued to be provided after the research and development activity has stopped.
- Applicant must assume that the patient care service being assessed will continue even though there may be no plans for it to do so.
- Where patient care is being provided which differs from the normal, standard treatment for that condition (either an experimental treatment or a service in a different location from where it would normally be given), the difference between the total treatment costs and the costs of the 'usual standard care' (if any) constitutes excess treatment cost/saving, but is nonetheless part of the treatment cost, not an NHS support or research cost. These costs should be determined in conjunction with your NHS trust partner(s) and their commissioners.

4.10 Overview of costing for non-academic-hosted fellows

Finance Form for Business Applicants

- This template should be completed with all costs in line with [UKRI guidance for non-academic applications](#).
- Costings should not be included in the Je-S form. All Je-S costs should be indicated as zero.

- The template should be saved as a PDF document, ensuring that all pages have been saved, and uploaded using the attachment type Letter of Support.

Subsidy Control

- Non-academic-hosted projects must be eligible to receive Subsidy Control at the time UKRI confirm the award.
- UKRI has made every effort to ensure the Subsidy Control information published in Annex E is up-to-date and accurate, but this information is not to be taken as legal or professional advice, and UKRI cannot accept any liability for actions arising from the use of our guidance.
- All non-academic-hosted fellows should seek appropriate legal advice.

Financial and due diligence checks

- Once a non-academic-hosted fellow has been notified of their success the application and host will be subject to financial and due diligence checks.
- If an organisation fails these checks, the funding may not be awarded.
- Any costs deemed by UKRI as ineligible will not be funded.
- The total salary requested must be calculated to include pension, National Insurance contributions and 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.

Instrument Development

- The cost category Instrument Development is not applicable to fellows from non-academic hosts. Non-academic-hosted fellows wishing to request costs for development of new instruments and/or equipment should include these in either the 'materials' or 'capital usage' sections on the Finance Form for Business Applicants. Non-academic-hosted fellows should include all costs on this form and so do not need to tick the Instrument Development box on Je-S.

Please check [UKRI guidance for non-academic applications](#) for further details on costing a non-academic-hosted application, as well as the specific points highlighted in sections below.

4.10.1 Non-academic-hosted – Equipment

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, are 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 fully justified in the Justification of Resources, submitted as part of the application.

4.10.2 Non-academic-hosted – Animals

Non-academic-hosted applications should include animal costs in the materials tab of the Finance Form for Business.

4.10.3 Non-Academic-Hosted – Overheads

Overheads are automatically calculated at 20% of labour costs within the Finance Form for Business Fellows. This includes both direct and indirect overheads.

Full overhead recovery/full absorption costing is not eligible.

4.10.4 Non-Academic-Hosted – 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.

Non-academic-hosted fellows may request funds associated with publication costs.

Any indexation should be included at the point of submission.

4.11 Overview of costing for Catapult-hosted fellows

To demonstrate their support, a Catapult Host Organisation is required to commit to funding an increasing percentage of the fellow's salary. Catapult Host Organisations should input all costs associated with the fellowship into the 'Finance Form for Catapult Fellows', which has been modified for this scheme. All Je-S costs must be indicated as zero.

Fellows from Catapult Host Organisations may undertake a Reduced Hours Fellowship.

	Total salary request from award	UKRI contribution	Catapult Host Organisation's contribution
Year 5	50%	50%	50%
Year 6	50%	50%	50%
Year 7	25%	25%	75%

Annex A: Original FLF guidance on Host eligibility

Host Organisation eligibility

Organisations eligible to host a Future Leaders Fellowships include:

- Any UK-based organisation currently registered as eligible to apply for funding from the Research Councils. Details of eligibility and a list of recognised Institutes and Independent Research Organisations can be found on the [UKRI website](#).
- Any non-academic organisation eligible to receive Subsidies from the UK Government that will provide an innovation and/or research environment of international standing. More information on Organisations eligible to receive funding can be found [here](#). Fellows applying with a non-academic organisation as their host, should refer to the Non-Academic-Hosted version of this guidance instead.
- UKRI has published an update on Catapult Eligibility for Funding and fellows wishing to apply for an FLF hosted within a Catapult should contact the team for further details.

Annex B: Proposals involving animal use

Use of animals

The elaboration of a compelling research and/or 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 fellows when selecting contractors for animal research and the expectations of UK public funders. A presentation detailing the information that fellows should provide can be found on the [NC3Rs website](#).

Fellows 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 (ASPA), 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, fellows 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, fellows 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

Fellows 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 (ASPA), 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/innovators 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. Fellows 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 fellows carrying out research involving the use of pigs are required to address the NC3Rs [standardised pig questions](#) within the body of the application.

Fellows 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.

Annex C: Non-academic-hosted fellows – Justification of Resources

Guidance on how to write a Justification of Resources based on the Finance Form for Business fund headings can be found below:

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-Is will spend on the grant. Note: Co-Is (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-I 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	Overseas Host Organisations must justify. Estates and Indirect costs do not need to be justified for UK-based academic hosts. For non-academic-hosted-hosted applications, Overhead costs are a flat rate based on staff costs, and not need to be justified.	These costs must not be included for technicians, research support staff, or staff employed at Research Council funded units/institutes.
Materials costs	Fellows should describe 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-I(s) and other research staff on continuing contracts.
Capital usage costs	Fellows should justify why the item is needed.	Fellows should note why can the item not be used or borrowed from elsewhere.

Cost to the proposal	Justification needed	Questions to consider in the justification
Sub-contract costs	Fellows should explain why the work needs to be subcontracted.	Fellows should explain why the subcontractor selected is best placed to carry out this work (this is particularly important where the sub-contractor is not UK-based).
Travel and subsistence	Give a full breakdown of the costs in the Finance Form. For example, how many people are travelling, where they are going and why.	Fellows planning to visit people to discuss their research and/or innovation must explain why those are the right people to talk to and how they can contribute to meeting the proposal objectives. If fellows plan to attend conferences, they must comment on the advantages of conference attendance. Give an indication of the number planned attend during the fellowship and the type, 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, e.g. staff time, travel and subsistence</p> <p>Consultancy fees.</p> <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>Fellows should consider their training needs as part of the 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 a fellow may have arranged as part of their fellowship application. Mentors cannot receive a salary.</p>

Annex D: Council Facilities and resources

As the FLF is hosted by the MRC and due to system restrictions, we are not able to display the Research Council Facilities in Je-S. Fellows intending to use a Research Council Facility need to record their planned usage in a Facility Form, which should be added to the application as an attachment.

Some facilities also require a Technical Assessment, which should be obtained by contacting the relevant facility prior to submitting an application to discuss usage. A list of these facilities can be found on the [Je-S website](#).

Links to available facilities and resources by research council:

[BBSRC](#)

[EPSRC](#)

[ESRC](#)

[NERC](#)

[MRC](#)

[STFC](#)

[Innovate UK](#)

Annex E: Subsidy Control & State Aid – funding for non-academic organisations

Subsidy Control Framework guidance: For applications hosted by, or collaborating with, a non-academic organisation

What is the Subsidy Control Regime?

UKRI supports UK research organisations and businesses to invest in research, development and innovation. For awards made from 01 January 2021 onwards, the majority are subject to the BEIS Subsidy Control regime which ensures compliance with the UK-EU TCA and other UK international trade commitments, not EU State aid regulations. EU State aid rules now only apply in certain limited circumstances:

- aid that is granted within scope of Article 10 of the Northern Ireland Protocol
- payments made under EU Structural Funds such as the European Regional Development Fund (ERDF) – any award made under [European Commission State aid regulations](#) is subject to notification to the European Commission

The support we provide is consistent with the UK's international obligations and commitments to Subsidy Control. These include:

- [World Trade Organisation \(WTO\) rules](#)
- the EU-UK Trade and Cooperation Agreement (TCA) (see [EU-UK TCA summary](#) and [Department for Business, Energy and Industrial Strategy \(BEIS\) guidance](#))
- in certain circumstances EU State aid regulations may also be applied (for example under the [Northern Ireland Protocol](#) (GOV.UK))
- other bilateral [UK Free Trade Agreements \(FTAs\)](#) where relevant.

What does it mean in terms of funding?

To ensure consistency across the programme, the UKRI FLF scheme will fund at a level in accordance with previous State Aid guidance, which conforms to the new Subsidy Control Framework regulations. This will be based on the type of research and/ or innovation undertaken and the size of business or commercial entity involved in the application (see below).

For all fellowships where Subsidy Control and/or State Aid is confirmed, UKRI will notify the appropriate bodies at point of award, as required by prevailing Subsidy Control and/or State Aid rules. Financial reporting will be requested at intervals during the duration of the fellowship.

When will Subsidy Control Framework and/or State Aid rules apply?

Subsidy Control or State aid (where applicable) will be assumed to apply where a fellowship is hosted by a non-academic organisation and the funding is awarded to a non-academic organisation. In this instance the below funding levels and any additional reporting and governance associated with the grants will apply.

Non-academic organisations include any organisation undertaking commercial activities, which can include some charities or not-for-profit entities, eligible for Innovate UK funding and not eligible to apply to UKRI at an fEC level (including Research Council Institute and Catapults).

Where the fellowship is hosted by an academic, research or other organisation which is usually funded at fEC rates, Subsidy Control and/or State Aid rules may apply if they are collaborating with a non-academic organisation.

In general, Subsidy Control and/or State Aid rules will not be deemed to be a concern where:

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

Subsidy Control or State Aid rules (where applicable) are likely to apply where:

- The non-academic partner wishes to pre-negotiate access to or own academically generated foreground project IP
- The non-academic 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).

In the case of a potential subsidy or aid being awarded, 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 any organisations with which they hold a collaboration for the FLF project should assess whether they believe Subsidy Control and/or 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 Subsidy Control and/or State Aid will apply and details of Partner contribution should be included in the Letters of Support attached to the application.

Fellows should ensure that collaboration agreements are in place with all other parties involved in the grant. This should address (but is not limited to) relative responsibilities, governance, regulatory approvals, indemnity, intellectual property rights, reporting, and access to data and samples and should be in place before the project starts.

FLF Subsidy Control and State Aid: Funding levels and additional considerations

Where a potential subsidy or aid is being awarded, funds will be provided at a level based on the size of non-academic organisation(s) involved, the nature of the research and/ or innovation within the programme and the overall cost of the program. Host Organisations will be provided funding at the following rates:

Fellows 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 Subsidy Control and/or State Aid. The full costs of the programme total £1M. The business would therefore be required to contribute £500k towards the project costs.

A business is defined as an organisation undertaking economic activities.

The definition of micro, small and medium-sized enterprises (SME) used by Innovate UK is set out in the [company accounts guidance](#). This is a change from the previous EU definition. If you are applying for an award funded under State aid the definitions are 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.

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.

UKRI cannot advise on appropriate funding levels prior to application. Fellows should seek legal advice regarding compliance with Subsidy Control regulations when preparing their application.

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 Subsidy Control and/or State Aid rules should apply. UKRI's decision on levels of funding are final.

Annex F: British Antarctic Survey Logistic Support and NERC ship time and aircraft requests

British Antarctic Survey Logistic Support

Fellows requiring NERC British Antarctic Survey Antarctic Logistic Support must complete a Pre-award Operational Planning Support Questionnaire (OSPQ). This is an online form. Fellows must email the Antarctic Access Office at BAS (afibas@bas.ac.uk) stating their name, institution and proposal title. The Antarctic Access Office will set up a new, numbered Pre-award OSPQ and send the link to the fellow 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. This should be uploaded as a Technical Assessment.

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

NERC ship time and aircraft requests

Ship time and aircraft requests must be fully costed and entered as a Directly Incurred - Other cost in the Je-S submission. 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. Fellows intending to request access to NERC ships or aircraft must contact NERC Head Office at least two months before submitting an application. All fellows 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](#).

Queries about ship time and aircraft requests should be directed to: fellowships@nerc.ukri.org.