UK Research and Innovation

Future Leaders Fellowships

Round 7 Guidance for Non-academic-hosted Applicants

Version 1.0 June 2022

Please Note: Application guidance for the Future Leaders Fellowships scheme has previously been a single document for both academic-hosted and non-academic-hosted applicants. For Round 7, this guidance has been separated out into two documents with information specific to each type of applicant.

Please ensure you are referring to the correct guidance when completing your application.

1 Introduction

1.1 Opportunity

UK Research and Innovation (UKRI) Future Leaders Fellowships (FLF) is a scheme designed to support organisations as they invest in the most talented researchers and innovators. Non-academic organisations can host an individual applicant (referred to as a ‘fellow’), either a current employee or new recruit, who is ready to lead their own team and project. The application should be focussed on a single exceptional applicant who is able to lead a programme of exceptionally high-quality research or innovation work.

1.2 Scope

Applications should demonstrate innovation and/or research excellence, in conjunction with clear plans to develop the leadership potential of the fellow, and their team.

The fellowship may be made up of a single programme of work, or through multiple consecutive/ concurrent interlinked projects led by the fellow (provided this is of sufficient scale and ambition to maximise the potential and career prospects of the fellow).

1.3 Eligibility

The host must be an innovative UK-based organisation, registered on Companies House at the point of application. Organisations of any size, and from any sector are eligible for funding, and a wide variety have previously been successful in the scheme.

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 at fellows@ukri.org for further details.

The person applying to become the fellow must meet the requirements in the scheme’s individual eligibility and person specification.

1.4 Costs

UKRI can provide grant funding to cover all aspects of the proposed programme of work up to, but not including, commercialisation costs. The majority of non-academic awards are subject to the BEIS Subsidy Control regime. In a limited number of circumstances, non-academic awards may be subject to EU State aid regulations. See Annex A for full details.

It is not possible to start the project ‘at risk’ prior to the formal start date of the fellowship, applicants must have their grant offer letter before spend can commence and this may be up to 6 months after the interview.

1.5 Duration and time commitment

FLF awards must be spent over a 4-year duration, with the option to extend for a further 3 years subject to UKRI approval.

Non-academic hosted fellows may hold the fellowship on a ‘Reduced Hours’ basis, where up to 40% of a fellow’s time may be spent on other work commitments, such as ongoing external contracts or business as usual. This should only be requested where these commitments are demonstrably crucial to the career of the fellow. In line with Subsidy Control regulations, UKRI cannot support any costs (including salary) associated with costs outside the fellowship.

1.6 Application process

Full details of the application process can be found on the scheme webpages. Businesses do not need to complete the IRO application form to apply but will need to set up a Je-S account (sufficient time should be allowed to do this). Please note, the outline proposal stage is mandatory, however it is not assessed, and no feedback or approval will be received by applicants.

1.7 Application support

If you have any outstanding queries, please contact the UKRI Future Leaders Fellowships team on fellows@ukri.org.

2 Planning your application

This guidance should be read in conjunction with details found on the UKRI FLF funding finder for the round you are applying for.

2.1 COVID-19

UKRI recognises that the COVID-19 pandemic has caused major interruptions and disruptions across our communities and are committed to ensuring that individual applicants 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 and will be asked to consider the capability of the applicant and their wider team to deliver the research they are proposing. Where disruptions have occurred applicants 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 to 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.

2.2 Project eligibility

Fellowships allow an individual to develop their potential through a programme of research and/or innovation and a bespoke training and development program.

FLF applications can be submitted within or across any area(s) of research and/ or innovation covered by UKRI, from fundamental research to experimental development. 'Research and innovation' in non-academic Organisations is considered in its fullest sense including business, creative, cultural, service and knowledge-based sectors.

We welcome and encourage applicants from remits including the arts, humanities and social sciences and the seven technology families, as launched in the UK's innovation strategy.

UKRI has not seen a difference in the award rates between applications from different disciplines.

The aim of the scheme is to develop a research or innovation capability and person, that is nationally or internationally leading edge, and goes beyond what other, smaller or project grants could support.

The FLF scheme has funded fellowships from £300,000 to over £2m, and there is no preference for lower- or higher- costed proposals.

2.3 Length of fellowship

The FLF follows a 4(+3) model:

- Funding is for four years with the option to apply to renew for up to three additional years (or the equivalent pro-rata) during the last year of their fellowship.
- Applicants should provide details and costing for the first four years in the first instance, or the equivalent length of time extended pro rata for part-time applicants.
- If applying for a 4(+3) model fellowship, the Case for Support should make clear the long-term aims of the programme and why they matter. However, you should only provide specific plans and costings for the first four years as this is what will be peer reviewed at this point. Costings for the additional three years will be sought at the review stage in year 4.

2.4 Time commitment

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

- Those with substantial ongoing research commitments as a result of participation in other grants must relinquish these in order to hold a UKRI FLF award.

Awardees will have the flexibility to develop a breadth of experience and partnerships, and secure further research/innovation funding later in the award but should ensure that these other activities do not compromise their focus, or achievement of the aims of the fellowship.

2.5 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 four-year fellowship on a full-time basis would equate to an eight-year fellowship with the fellow working 0.5 FTE, but the value of the award would remain the same.

2.5.1 Reduced hours fellowships for non-academic hosted fellows

Costs for activities (including salary) outside of the fellowship cannot be funded through FLF. However, if a fellow's career will benefit from taking on non-fellowship activities, such as working on ongoing external contracts, Innovate UK grants, or business as usual activities, non-academic-hosted fellows may hold the fellowship on a 'Reduced Hours' basis, where up to 40% of a fellow's time is spent on other work commitments. This should only be requested where these commitments are demonstrably crucial to the career of the applicant. Costs arising from any working-time the applicant spends on other commitments may not be claimed as part of the FLF.

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 the award part time at 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. 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 Annex B for further information.

2.6 Host organisation eligibility

Organisations eligible to host a Future Leaders Fellowship 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. Applicants applying with an academic organisation as their host, should refer to the Academic-Hosted version of this guidance instead.
- 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. Fellowships in these contexts will be expected to comprise a programme or portfolio of research or innovation above and beyond the normal research/innovation activity of the Organisation, for example, entering a new sector, developing a new technology or taking the business in a new direction. The % funding awarded will be in line with the Subsidy Control regime. Refer to Annex A for more information.

- Host Organisations are encouraged to use the scheme to bring outstanding individuals to the UK from abroad where appropriate.

2.7 Responsibilities of the host organisation

Host Organisations should carefully consider whether an applicant's interests align with their organisational strategies and interests before submitting a proposal. Organisations will be expected to demonstrate that they are providing an appropriate working environment for the fellow, including not only basic provision of office/laboratory space as applicable, but also relevant training, mentoring, support and, for example, access to specialist facilities as dictated by the project.

The Host Organisation is expected to have an annual review process in place to assess the fellow's progression, which should be administered in accordance with its relevant policies. The outcome of the review may result in a fellow failing to progress at any point during the fellowship. Applicants who obtain a fellowship may apply to renew their fellowship in the final year. The renewal will assess the quality and significance of the fellow's work and achievements to date and will involve the host organisation and the fellow.

Host Organisations which do not provide the expected support, or where fellows are not progressing to open-ended positions (if remaining in academia) may not be awarded further fellowships, in the absence of an acceptable justification.

2.8 Financial commitment of host organisations

These fellowships require financial commitments from both UKRI and the Host Organisation.

Host Organisation	Commitment to Fellowship from Host Organisation
Catapults	Tapered salary commitment from year 3. Organisation not contributing to total costs of the Fellowship aside from the salary support
Businesses	See Annex A for intervention rates dependent on the size of the business and the nature the of research and/or innovation.

2.9 Responsibilities of the fellow

If successful in securing an FLF award, the fEC Grant Terms and Conditions will apply.

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

2.10 Multiple submissions

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

Applicants may apply simultaneously to other funders' fellowship schemes (those funders outside of UKRI).

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

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

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

2.11 Resubmission policy

Resubmission of an unchanged proposal to the FLF scheme is not permitted.

Previously unsuccessful applicants can apply to subsequent FLF calls provided the proposal address feedback from reviewers and the interview panel (where applicable) and will be assessed alongside all other applications to that call without bias. A summary of these amendments and how the feedback has been addressed must be detailed in the Cover Letter attached to the application. UKRI reserve the right to reject applications that are not deemed to have addressed feedback appropriately.

Applicants may not have more than one application into the scheme at the same time (in overlapping funding rounds) and must wait for the outcome of an application before applying again. If an application is withdrawn during or following peer review, applicants may not resubmit to the next funding round.

2.12 Post award amendments

The FLF is designed as a flexible scheme therefore a fellow may change the direction of their fellowship or alter aspects of work packages once an award has been made. Fellows may choose to alter their planned programme of research and/ or innovation in response to new discoveries or techniques, to build on their own changing experience, or to reflect changing business requirements and market opportunities. However, it is not expected that substantive changes will be made immediately after an award has been accepted.

Changes to budget use must be within the announced grant cash limit and within the Terms and Conditions of the grant. All changes must be approved by UKRI and UKRI reserves the right to decline any requests. To request a change, fellows must in the first instance contact FLFpostaward@ukri.org.

2.12.1 Fellowship portability

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 transferred to another eligible Organisation, providing that it can provide a suitable environment to enable the fellowship to be successfully completed; this will be subject to prior written approval of UKRI. Written agreement is required from both the relinquishing and receiving organisations, and revised proposal information and additional peer review input will be required.

In exceptional circumstances, where a fellow is unable to or does not wish to continue a fellowship, UKRI reserve the right to maintain funding to complete the programme of research 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.

3 Applicant information

Applicants 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.

3.1 Applicant eligibility

These fellowships are for early career academics and innovators who are transitioning to or establishing independence. Applicants should use the Person Specification in Annex C to assess and justify their suitability for the scheme with reference to the objectives of the programme.

Applicants are expected to hold a doctorate by the start date of the fellowship OR to be able to demonstrate equivalent research/innovation experience and/or training.

Applicants who have already achieved research/innovation independence (for example, by securing funding aimed at this career stage, or by already managing their own significant programme of work within a business) will not be competitive. Senior academics and innovators are not permitted to apply. Applicants should provide a clear rationale why a Future Leaders Fellowship would be different to their current role and show that their current position does not demonstrate that they have achieved research/innovation independence and thought leadership

The fellowships support applicants from diverse career backgrounds, including those returning from a career break or returning to research following time in other roles. There are no time limits in respect of time spent outside a research or innovation environment. We also encourage applications from those wishing to work part-time or in job shares to combine the fellowship with personal responsibilities. Assessors will consider time spent outside an active research and innovation environment, whether through career breaks, flexible working or as a consequence of working in other roles.

Fellowships can be used to move into a new research and/or innovation area and applicants should clearly articulate the benefits if doing so and how this will enhance their career trajectory. In addition fellowships can be used to move between sectors. We welcome innovative approaches to intersectoral mobility to include secondments, placements, rotational appointments, reverse mentoring and mentors from a variety of backgrounds along with opportunities for professional experience that would complement more generic approaches to training and development.

The decision to submit an application rests with the applicant/host organisation. UKRI will not be able to provide advice to individual applicants on their eligibility for this scheme.

Further information can be found at:

- Annex B - Job-Share Guidance
- Annex D - Career breaks and flexible working

3.2 Overseas applicants

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

UKRI will not fund the healthcare surcharge.

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.

3.3 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) must not be costed for the whole duration of the fellowship but for a limited period only, 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.

3.4 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 on the Staff tab of the Finance Form. 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.

3.5 Collaborations

3.5.1 Project Partner

A Project Partner is defined as 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, any applicable Subsidy Control regulation and HMRC guidance should be taken into account. 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 applicants on the project, including any named applicants' organisations, cannot also be a Project Partner.

A Project Partner must submit a Project Partner letter of support.

3.5.2 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.

3.5.3 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.

3.5.4 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.

3.5.5 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. Any entitlements should be set out in a formal collaboration agreement, as per fEC Grant condition RGC 12.1.

4 How to apply

4.1 Using the Je-S system

Outline and full proposals for all applicants must be submitted via the Joint Electronic Submission System (Je-S). The Je-S system has not been updated to host UKRI applications and so the Medical Research Council (MRC) currently hosts the FLF scheme on behalf of all Research Councils and Innovate UK. Opening and closing dates for the FLF calls are available on the funding opportunity website for that round.

The contact information in the Je-S account will be used to throughout the application process, and it is the responsibility of the applicant to ensure that all information that is included (for example, the email address and phone number) is accurate.

Applicants should ensure sufficient time to create Je-S accounts for themselves and any Co-Investigators, and for the Co-Investigators' accounts to be verified by the Organisation, and for the application to pass through any internal application processes.

Applicants who hold a current Je-S account do not need to update their contact details to their proposed organisation, if different to their existing organisation.

Information about navigating the Je-S system, including how to register organisations, and how to create Je-S accounts, can be found in the Je-S handbook. 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 +44 (0) 1793 44 4164.

4.2 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:
    a. suffer a disadvantage linked to that characteristic
    b. have different needs to other groups, or
    c. have a disproportionately low level of participation

If this results in an evidenced need then UKRI may make appropriate and proportionate interventions, including in final funding decisions. This is in accordance with our duty to advance equality of opportunity between those who share a protected characteristic and those who do not.

- Publish aggregated and anonymised data as part of our commitment to transparency and supporting access and inclusion

4.3 Creating the outline proposal

In order to gauge interest and inform panel development it is mandatory that Host Organisations submit an Outline Proposal for all the applications they intent to submit, prior to submitting the Full Proposal(s). These are not assessed, and so feedback is not provided on the content of Outline Proposals and changes may be made between the Outline and Full application stage, for example, the inclusion of Project Partners. It is expected that all applicants submitting Outline Proposals will then submit Full Proposals, there is no further invitation from UKRI to do so.

The Je-S Outline Proposal form includes the following mandatory fields:

- Project Details (Host Organisation, Department, Grant Reference, Project Title)
- Fellow
- Co-Investigators
- Project Partners
- Objectives
- RC/IUK Relevance
- Summary (4000 characters including spaces)

Creating the Je-S Outline Proposal form:

- From the applicant's Je-S account home page, select 'Documents' from the left-hand menu list, then select 'New Document' from the functions section near the top of the page
- Select Council: MRC (MRC are hosting the FLF proposals on behalf of UKRI)
- Select Document Type: Outline Proposal
- Select Scheme: UKRI Future Leaders Fellowships Outline
- Select Call: UKRI Future Leaders Fellowships Outline Round 7
- Select 'Create Document'

Outline applications must be submitted to UKRI via the Je-S system by 4pm (16:00) on the deadline date. The Je-S system will close at 16:00 and **proposals cannot be submitted after the deadline.**

Full applications will not be accepted from any applicant who has not submitted an Outline Proposal to the same call.

4.4 Creating the full proposal

Full applications must be submitted to UKRI via the Je-S system by 4pm (16:00) on the deadline date. The Je-S system will close at 16:00 and **proposals cannot be submitted after the deadline.**

Creating the Je-S Proposal form:

- From the applicant's Je-S account home page, select 'Documents' from the left-hand menu list, then select 'New Document' from the functions section near the top of the page
- Select Council: MRC (MRC are hosting the FLF proposals on behalf of UKRI)
- Select Document Type: Outline Proposal
- Select Scheme: UKRI Future Leaders Fellowships Outline
- Select Call: UKRI Future Leaders Fellowships Round 7 (business)
- Select 'Create Document'

4.5 The proposal form

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

Heading	**Information required**
Project details	Details of the Host Organisation, the project title, start date and duration must be entered in this section. The project title is limited to 150 characters (including spaces) and must reflect the aim of the project. Titles may be amended between the Outline and Full applications. The start date of the award should be realistic and will normally be around 4 to 6 months after the date of the interview meetings. The dates of planned interview panel meetings, and mandatory latest start dates are available on the funding page for that round.
Applicant details	Details of the applicant and any Co-Is.
Objectives	The objectives section should summarise the project's main aims and objectives over the total expected period of the award i.e., the four or seven years, or as detailed in the Case for Support. The Objectives section is limited to 4000 characters (including spaces).
Summary	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. This section is limited to 4000 characters (including spaces). This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.

Beneficiaries	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. Beneficiaries from business, public sector, academia, third sector and beyond should be included as appropriate. The section is limited to 4000 characters (including spaces).
Other Support	Any public grant funding received in the last three years or which will overlap with the lifetime of the fellowship award.
Related Proposals	Applicants should provide details of the Outline Proposal to the FLF, selecting 'Follow up to Outline Proposal' from the drop-down list. Applicants who have previously submitted an application to the FLF scheme should provide details of the previous submission in this section, selecting 'Resubmission' from the drop-down list. In these cases, a brief (<100 characters, including spaces) reason for submitting a further proposal to the scheme should be included. A more detailed description of the amendments made to the previous submission must be included in the Cover Letter. Refer to the Resubmission policy for eligibility considerations.
Staff	This section is not relevant for non-academic-hosted applications, instead the finance form for business template should be completed
Resources	This section is not relevant for non-academic hosted applications, instead the finance form for business should be completed.
Classifications	The classification sub-sections must be completed to indicate whether the project will involve: • Human biological samples • Stem cells • Beneficiary countries Keywords - Applicants are also asked to describe their fields of activity. This section may be used to help 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.
Ethical information	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. If applicable, within the 'Animal Research' section, applicants must detail any procedures categorised as moderate or severe (in

	accordance with the maximum prospective severity rating in the Home Office licence under which the work will be carried out) in order that the assessment of the proposal can balance the importance of the potential scientific advancement to the welfare of the animals. If applicable, within the 'Animal Species' section, scientific reasons for the use of animals and an explanation of why there are no realistic alternatives must be given, with an explanation of how the choice of species complies with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments (see Annex E in this document).
Nominated Reviewers	Nominated reviewers assist UKRI greatly in our peer review processes. All applicants should nominate up to three reviewers. When selecting reviewers to nominate, please note that: • Nominated reviewers must be experts in the research and/ or innovation field and/or be able to provide an expert view on the value and benefits of the proposal. • Applicants must **not** provide reviewers from their own Organisation, or from current or proposed Project Partners or Collaborations, or where any possible conflict of interest may arise. • International reviewers can be included. • Please note we may decide not to approach any of the nominated reviewers. • Nominated reviewers are added by searching on the appropriate screen in Je-S and then selecting the correct result. If a nominated reviewer cannot be found, then applicants should select 'Add New Person'. Please note: UKRI will consider possible conflicts of interest when selecting experts to review a proposal. All reviewers sign up to the Je-S Reviewer Protocols before being given access to any grant proposals in Je-S. Reviewers are also asked to identify any possible conflicts of interest before they begin reviewing a proposal and to decline to review a proposal if they feel that they are unable to provide an unbiased and evidence-based review. UKRI will treat any such disclosures appropriately and fairly. For more information on what would be considered a conflict of interest, please refer to Annex B of the FLF Reviewers Guidance.

Further guidance on how to complete the Je-S proposal form is available within the Je-S help text.

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.
- 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.**

All templates can be found on the funding page for the round you are applying for.

Mandatory attachments	**Je-S attachment type**	**Template provided?**	**Page limit**
Case for Support	Case for Support	No	Eight sides A4
CV and Outputs List	CV	Yes	Three sides A4
Data Management Plan	Data Management Plan	Yes	Three sides A4
Head of Department Supporting statement	Letter of Support	No	N/A
Justification of Resources	Justification of Resources	No	Two sides A4
Workplan	Work Plan	No	One side A4
Finance Form for Business Fellows	Letter of Support	Yes	N/A

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

Additional attachments	**Conditions in which required**	**Je-S attachment type**	**Template provided?**	**Page limit**
Cover Letter	Required in numerous circumstances	Cover letter	No	Two sides A4
Project Partner letter of support	If Project Partners are included	Letter of Support	Yes	Two sides A4

Mentor Statement	If formal named mentors are included	Mentor Statement	No	Two sides A4
Support for NHS Costs (SoECAT)	If: • 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. A SoECAT must be completed even if applicants believe that their clinical research will not involve excess treatment costs.	Letter of Support	Yes	N/A
Signed Animal Usage Declaration	If application involves use of animals overseas	Letter of Support	Yes	Two sides A4
Use of Rodents Overseas Form	If application involves use of rodents overseas	Letter of Support	Yes	Two sides A4
Facility 'Form'	If proposing to use national Research Council facilities.	Facility Form	No – though individual facilities may have specific forms	Two sides A4
Technical Assessment or equivalent form	If proposing to use some national Research Council facilities, for example, HPC.	Technical assessment	No – though 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

5.1 Mandatory attachments

All templates can be found on the funding page for the round you are applying for.

5.1.1 Case for support

Applicants must describe their plans for the full period of their fellowship, providing detailed plans for the first four years and broader plans for the second period, if applicable. Applicants should note the assessment criteria, and the points below.

Research and Innovation Excellence:

- The aims and objectives, methodological approaches and appropriateness and rigour of the approach to be used.
- Why the research and/ or innovation will be competitive in its field and how it will be transformative for the organisation or sector.
- Highlight plans which are particularly novel or unique, and feasibility. '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.
- How new techniques or particularly difficult or risky studies will be tackled, and outline alternative approaches should these fail, i.e. consider objectively the feasibility of the approaches proposed.
- Identify where access to facilities or resources will be required and their benefit to the project.
- 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 E for further guidance of the information that must be provided if the proposal involves animal use.

Applicant and Development:

- How their career trajectory aligns with the objectives of the FLF scheme and provide evidence that they can communicate clearly with the potential to inspire and lead others, develop new relationships and influence across multiple disciplines and sectors.
- A clear plan to support the development of the applicant and their team, in both the delivery of the project and broader professional/development opportunities. Consider identification of appropriate training, access to facilities and support.
- How the applicant will identify and implement good practice in matters relating to the modern research environment such as Research Integrity, Responsible Research and Innovation, and Equality, Diversity and Inclusion.
- A clear plan for obtaining external guidance, mentoring and support for the applicant from appropriate independent advisors must be described.
- Any planned activities to maximise collaboration, partnership and knowledge exchange within and beyond the length of the fellowship should also be included.
- If the applicant is applying for a fellowship that is not 100% of their working time (either on a part-time and/or Reduced Hours basis) the application must detail how the outputs of the fellowship will align with the scale, ambition and leadership development expected of an FLF award.

Impact and Strategic Relevance:

Applicants should explain the potential impact of the research and/ or innovation, for example;

- Contributions to addressing key UK societal challenges
- Contributions to current/future UK economic success
- Enabling the development of key emerging businesses
- Establishment or maintenance of a unique, world-leading research activity
- Relevance to national, UKRI, Innovate UK and Council led strategy

Research and Innovation Environment:

- The choice of Host Organisation and why this is the best place to undertake the fellowship
- Suitability of the proposed environment for supporting the applicant, maximising their development and the quality and impact of the research and/ or innovation.
- Commitment from the Host Organisation to realising the potential of the applicant and establishing them as a research and/ or innovation

Applicants should also include information on:

Career Intentions:

- Describe how the added value of a UKRI FLF award (for example, the scale, flexibility and duration offered) will boost the career of the applicant and impact their short- and long-term career trajectory, as opposed to more standard project grant support.
- Justify that the applicant is currently considered to be early career and describe how the fellowship will enable them to establish leadership and independence over the duration of the award.

Co-Investigators: For each Co-Investigator included, clearly define and justify their limited role in the project.

Collaborations: Use the case for support to outline any collaborations (for example, subcontractors), 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 page limit. Reviewers and panel members at any stage of the process are not obliged to follow any external links or read any additional papers highlighted within the application.

5.1.2 CV and outputs List

CV using the available FLF CV and outputs list template required from:

- Applicant
- Any Co-Investigators
- Any named researchers/innovators
- Any visiting researchers/innovators

The outputs list should include sector relevant outputs. For non-academic-hosted applicants this may include patents/new products/processes/trade publications etc. UKRI welcomes the inclusion of preprints in the Outputs list.

5.1.3 Data management plan

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, applicants 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

5.1.4 Head of department supporting statement

This statement must be from a senior representative from the Organisation that will host the applicant. If the senior representative on a non-academic-hosted application is also the applicant, they should still submit a Head of Department statement as a formal record of the company's commitment to the project costs.

The senior representative must hold budgetary authority, stating that the organisation will support the financial commitment for the duration of the fellowship and acknowledging that these commitments are a condition of award.

The statement must be dated, signed and on headed paper.

The statement must summarise:

- The applicant's suitability for a FLF
- The suitability of the project for the training and career development of the applicant
- Why the organisation is appropriate for the work proposed, including the long-term commitments the organisation will make to mentor and support the applicant
- The effective and transparent arrangements that led to the applicant being selected for the FLF

5.1.5 Justification of resources

The Justification of Resources (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 demonstrates value for money. All items requested in the proposal need to be justified in the JoR. Items not appropriately justified may not be funded and will be removed by UKRI prior to awards being made.

UKRI guidance on writing a Justification of Resources is available in the Je-S helptext.
We recommend that applicants match the costs to the proposal headings. For further guidance on writing a Justification of Resources based on the finance form, please see Annex G.

5.1.6 Work plan

Simple, stand alone, diagrammatic workplan, (for example, PERT or Gantt chart) illustrating the project but not extending the Case for Support. The full duration of the project (for example, 4 or 7 year if 4(+3) model, pro rata for part-time applicants), project-specific timelines and milestones should be clearly and accurately shown.

5.1.7 Finance form for business applicants

Costings must not be included in the Je-S form. All Je-S costs should be indicated as zero and instead the 'Finance Form for Business applicants' template should be completed.

The template should be saved as a PDF document, ensuring that all pages have been saved.

5.2 Additional attachments

The following attachments may be required under certain conditions.

5.2.1 Proposal cover letter

A Cover Letter must be included if:

- The applicant has submitted a previous application to the scheme
- The applicant has requested funding over £1.5m, with appropriate justification for these costs clearly described
- The proposal is intended to be held on a job-share basis
- Formal Collaborations and mentors are part of the project. The Cover Letter should list their names and Organisation
- The application is likely to fall within Subsidy Control regulations. Where this is the case, please include justification of the percentage funding levels applied for

The Cover Letter may also be used to name conflicted experts or organisations that applicants request we do not approach for a review. UKRI will make all reasonable efforts to honour justified requests, however this cannot be guaranteed. The following information must be provided in the covering letter:

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

The Cover Letter must not be used to submit any additional information that should otherwise be included elsewhere in the application. Cover Letters are made available to the panel but are not seen by peer reviewers.

5.2.2 Project partner letter of support

Each Project Partner must provide a Letter of Support on headed paper, dated (within the previous six months) and signed by an authorised representative of the Organisation and must:

- Confirm the Organisation's commitment to the proposed project
- Detail the nature of the collaboration and identify the relevance and benefits to the Project Partner
- Confirm the value of the Project Partner's contribution, if it is an in-kind contribution the value must be quantified (this may be an estimate). Every effort should be made to provide accurate estimates.
- Clearly demonstrate that applicant time spent at an overseas business (if applicable) is acceptable to the Host Organisation and will not enhance the overseas business's ability to compete with equivalent UK businesses either during or after completion of the fellowship.

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.

5.2.3 Mentor statement

A mentor is distinct from other roles on the project, such as the Co-Investigator. A supporting statement from each named mentor should be included as mandatory. The mentor statement should include details of the mentor and the specified commitment made to mentoring support.

5.2.4 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 and Care Research (NIHR) portfolio and the support it provides. Further details of when a SoECAT form is needed, and how to complete one, are provided in Annex H.

5.2.5 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 and ensure that work is carried out to UK standards
- Details on where the animal research will take place (UK or overseas) and through which funder the resources are being sought.
- 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.

5.2.6 Additional questions on the use of animals 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.

5.2.7 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 I for more information about available facilities and resources.

5.2.8 Technical assessment

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. Applicants 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 see Annex I for links to individual UKRI councils' websites for information on the relevant contact details for different facilities.

6 Resources

6.1 Overview of costing

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 A 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 applicants should seek appropriate legal advice.

Financial and due diligence checks

- Once a non-academic-hosted applicant 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 applicants from non-academic hosts. Non-academic-hosted applicants 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 applicants 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.

6.1.1 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 UKRI guidance for non-academic applications.

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.

6.1.2 Animals

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

6.1.3 Overheads

Overheads are automatically calculated at 20% of labour costs within the Finance Form for Business Applicants. This includes both direct and indirect overheads. Full overhead recovery/full absorption costing is not eligible.

6.1.4 Other

- Patent filing costs for new intellectual property (IP) generated by the fellowship can be included in the application, if the Host Organisation or there is a Collaboration with an SME. This cost is allowable for SMEs up to a limit of £7,500 per Host Organisation, Collaborations 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 applicants may request funds associated with publication costs.
- Any indexation should be included at the point of submission.

Annex A - 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).

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.

Applicants, 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:

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

Example:

An academic host and a single large business collaborate on a proposal which covers industrial research. It is agreed that the business will own all IP arising from the project and therefore it will fall under 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. Applicants 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 B – Applying for a fellowship on job-share basis

Applications from those wishing to hold a Future Leaders Fellowship on a job-share basis are encouraged as one of the mechanisms through which UKRI supports applications from those wishing to combine the fellowship with personal responsibilities.

There may be times when an application for a fellowship as a job-share might be right for potential candidates.

Reasons include, but are not limited to:

- Timeliness i.e. where a full-time equivalent fellow is required to ensure that time-critical research and innovation can be completed within a shorter timescale than a part- time fellowship would allow.
- An existing job-share i.e. where researchers and/or innovators are already working within a job-share that they wish to maintain.

Applicants must be able to demonstrate why they and the proposed programme of research and/or innovation would not be better served by two part-time fellowships.

A job-share fellowship should not be considered because a PI does not currently have the full skill set to undertake the fellowship. In these instances, a Co-Investigator who brings complementary and different skills to the project can be included as part of the fellowship award for a time limited period while the fellow develops their skills in the areas covered.

Is the expectation that the two individuals job sharing a fellowship have very similar skills and experiences, or is the expectation that their experience and skills should be complementary?

Most job-shares are between individuals with similar skills and experience. Job-shares should not be used to upskill an applicant who requires complementary and different skills in order to complete the project. Such upskilling should be achieved through the fellowship and is supported through the ability to include a time-limited Co-Investigator.

The applicants should make clear in their application the skills and experience of both applicants, and why they are applying via a job-share arrangement and not two separate part-time applications. It must also be stated in the application Cover Letter that the fellowship is being applied for as a job-share.

Please note that the Je-S form will list job-share fellowship applicants as Principal and Co-Investigator. This is entirely due to the limitations of our systems and your status as Co-PIs will be highlighted to reviewers and Panel members. The Co-PIs should have equal responsibility for the overall fellowship and programme of research and/or innovation. In addition, the joint applicants should be able to demonstrate a clear plan to support their own (and if applicable, their team) training and development needs. A plan should be in place for each of the joint applicants as part of the proposal.

This does not mean that the Co-PIs both have to have involvement in every aspect of the programme of research and/or innovation. For example, in terms of publications or other outcomes that result from the fellowship it may be that one Co-PI has more involvement in particular aspects than the other so we would not mandate that both Co-PIs have to have identical credit for these.

How do we apply as a job-share fellowship?

We recommend that you contact the FLF team before applying on a job-share basis.

Only one application is required. Due to the limitations of Je-S it is not possible to have joint Principal Investigators (PIs) on the application so the joint applicants (Co-PIs) will be a notional PI (the 'Fellow') and a Co-I. Throughout the review and assessment process it will be made clear that the joint applicants should be treated as Co-PIs and as such the applicants will be considered on equal terms with neither candidate considered the 'lead' or 'primary' PI apart from for system administrative purposes.

What guidance do reviewers get when considering job-share proposals?

Noting that job-share fellowships are non-standard and that members of the research and innovation community may not have reviewed such proposals before, additional feedback is provided to those carrying out the external peer review of proposals and for those sitting on the Sift and Interview Assessment Panels. Additional guidance for reviewers on job-share applications can be found within the Future Leaders Fellowships Reviewers' Guidance. With regards to the FLF assessment criteria, this guidance also:

a. Makes it clear that applicants are joint Principal Investigators
b. States that the:
    i. consideration of the *Research & Innovation Excellence* and the *Impact & Strategic Relevance* assessment criteria need to include assessment of how the proposed project forms a single coherent programme rather than separate activities
    ii. consideration of the *Applicant and their Development* assessment criteria needs to consider both applicants jointly
    iii. consideration of the *Research and Innovation Environment & Costs* assessment criteria needs to consider the commitment of the host organisation to the development and establishment of both applicants, and how the host will support the proposed programme of work as a whole

Additional guidance for those sitting on Interview Panels will also be available. This will make clear that both applicants will be attending the interview and that questions should be addressed to both applicants. Furthermore, it will be stated that that the applicant's joint Full Time Equivalent (FTE) spent on the Fellowship will be between the 0.5 and 1 required of a standard Fellowship.

Annex C – Person specification

FLF applicants should:

- Demonstrate broad knowledge of the area of interest and offer a compelling vision for the excellence and importance of the proposed research or innovation.
- Take advantage of the long-term and flexible support offered, justify how the proposal would have wider influence in the field.
- Have their own original and ambitious plans / ideas, which do not significantly overlap with their proposed collaborations, or former supervisors.
- Demonstrate the suitability of the proposed environment(s) for their research or innovation and its impact.
- Provide an approach to maximising the impact and influence of the proposed work, in the short and/or long-term. This may involve co-production of knowledge and implementation of this knowledge with the business sector, public sector, civil society sector or the wider community.
- Be capable of leading and developing a team or taking a leading role in their field; and show an ability to identify and maximise potential in others.
- For non-academic-hosted applicants, have secured the backing of the organisation that employs them. For academic-hosted applicants, have secured the backing of an institution that is prepared to host them, and which offers, in line with organisational employment policies and practices, a commitment to an open-ended position for the individual at the end of the fellowship.
- Demonstrate the ability to choose and develop appropriate collaborations and networks nationally, internationally or across disciplines.

Experience and potential:

- Applicants must have the necessary level of skills, knowledge and experience to take forward the proposed project / programme.
- Have a track record of producing challenging, original and productive research and/or innovation outputs that stand out in their field.
- Demonstrate flexibility to adapt to opportunity and embrace new directions.

Personal development:

- Have identified and proposed opportunities for their own development as impactful and influential research or innovation leaders. This could include time for work in other environments, developing international links, development of new skills (for example, in policy impact or commercialisation, etc).
- Have identified opportunities to access career development support, for example, mentoring and professional training and development, and relevant training courses that will underpin their future career ambitions and learning. A clear programme of skills development is an essential component of this training fellowship.

Skills:

- Have strong communication and interpersonal skills and aim to develop these through engagement with different audiences.
- Demonstrate how the outcomes of the fellowship will be communicated and used within and outside their immediate community.

Annex D – Career breaks and flexible working

The assessment of fellowship applications frequently involves appraisal of the applicant's track record. In making this appraisal, review panels take into account time spent outside the active research / innovation environment, whether through career breaks or flexible working.

Definitions

Career breaks are defined as a substantive period of time spent outside research / innovation. Reasons may include* the following:

- Personal reasons
- Trying out a new career
- Parental leave
- Ill health, injury or disability
- Caring/domestic responsibilities
- Study/training/further education

Flexible working describes any working arrangement where the number of hours worked, or the time that work is undertaken, vary from standard practice and could include* the following:

- Reduction in full time hours
- Long-term partial return to work
- Job sharing
- Compressed working hours
- Term-time only working
- Annualised hours

Guidance for review panels

In assessing the effects of career breaks or flexible working, panels will note the applicant's career trajectory and potential at the beginning of a break, relative to the stage of the applicant's career. In assessing applicants, panels will recognise that the effects on productivity of a career break, or a period of flexible working, may continue beyond the return to work.

The following areas may be affected [1]

- Presentation and publication record
- Patents filed
- Track record of securing funding, including time to obtain preliminary data
- Maintaining networks of research / innovation contacts and collaborations
- Recruitment of staff
- Time required for training
- The ability to take up opportunities in different geographical locations
- The ability to take up courses, sabbaticals, 'visits', placements and secondments

[1] Lists are not exhaustive

Guidance for applicants

Applicants should make clear any substantive periods of absence from research / innovation within their application. Further details on the nature of the absence and how it has affected track record, productivity and career progression may be provided if desired.[2] Information provided will be used only to make appropriate adjustments when assessing an individual's track record, productivity and career progression.

[2] The information provided in response to this question helps UKRI in assessing how effective our policies and procedures are in promoting equal opportunities. This information may be used anonymously for statistical purposes and any publication would be on aggregate level. The information is treated in confidence and in line with the UKRI's data protection procedures

Annex E – 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 applicants when selecting contractors for animal research and the expectations of UK public funders. A presentation detailing the information that applicants should provide can be found on the NC3Rs website.

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

Experiments using animals must comply with the Animals (Scientific Procedures) Act 1986 (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, applicants must ensure that they are following best practice in relation to animal husbandry and welfare. Where proposed work is not covered under an existing ASPA project license, applicants should make certain that their proposals are received by their local Animal Welfare and Ethical Review Body (AWERB), prior to submission and ensure that any ethical or welfare implications raised are addressed.

Replacement, reduction and refinement of animal experiments

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

Experiments using animals funded by UKRI must comply with the Animals (Scientific Procedures) Act 1986 (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. Applicants must ensure their proposal clearly sets out and justifies the following:

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

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

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

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

Annex F – NERC British Antarctic Survey ship time and aircraft requests

British Antarctic Survey Logistic Support

Applicants requiring NERC British Antarctic Survey Antarctic Logistic Support must complete a Pre-award Operational Planning Support Questionnaire (OSPQ). This is an online form. Applicants must email the 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 applicant along with instructions for completion. The Pre-award OSPQ **must be completed three months before** the Full proposal submission deadline and should be included as an attachment with the Full application.

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

For further information, please refer to the [Antarctic Logistic Support – UKRI]

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. Please be aware that the costing process can take over 2 months, so any requests will need to be submitted as early as possible. If awarded, these will be notional costs which will be removed prior to award and paid directly to the facilities by NERC.

Please note that permissions can be challenging for some geographical areas, and feasibility forms part of the costing process in consultation with the facilities. Applicants intending to request access to NERC ships or aircraft must contact NERC Head Office at least two months before submitting an application. All applicants for NERC marine facilities must submit an online Ship-time & Marine Equipment (SME) application form by creating a cruise profile through the Marine Facilities Planning website. For further information, including details of timings, please refer to the NERC website.

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

For further information, including details on timings, please refer to How to apply for marine facilities – UKRI

Annex G – Justification of resources guidance

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

Cost to the proposal	Justification needed	Questions to consider in the justification
Salary Cost of Applicant	While the salary of the applicant 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 applicant? Are the salary, and salary increases, attractive enough to retain the applicant?
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 all costs. Overhead costs are a flat rate based on staff costs, and do 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	Applicants 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 applicant and Co-I(s) and other research staff on continuing contracts.
Capital usage costs	Applicants should justify why the item is needed.	Applicants should note why the item can not be used or borrowed from elsewhere.

Cost to the proposal	Justification needed	Questions to consider in the justification
Sub-contract costs	Applicants should explain why the work needs to be subcontracted.	Applicants 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.	Applicants 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 applicants 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, for example, national/ international/general/subject-specific.
Other costs	Give a description of what has been requested and why. Justify any resources requested to support the impact plan (staff time, travel and subsistence, etc.) Consultancy fees. Detail costs of training and development activities of the applicants Detail costs of any research facilities which will be used which are not included as subcontractors.	Applicants should consider their training needs as part of the application. The costs for meeting these training needs should be included in the grant and applicants should ensure that stated training activities are undertaken. Where appropriate it is expected that applicants attend a suitable research/innovation leadership and management course and they should plan to attend this at an early stage of their fellowship. Mentoring is a key career development tool, in addition to the mentoring that should be provided by the Host Organisation, funds can be requested to support justified costs (such as travel and subsistence) associated with any external mentors an applicant may have arranged as part of their fellowship application. Mentors cannot receive a salary.

Annex H – SoECAT Form

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. 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.

Annex I – 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. Applicants 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