

## **Inclusion of non-academic partners as co-investigators on Green Transition Ecosystem proposal**

### **Who is eligible to be listed as a non-academic co-investigator on Green Transition Ecosystem proposal?**

To be eligible to be a non-academic co-investigator (Co-I) on this call applicants must be based at a UK business, public sector organisation or third sector, civil society or community organisation. There is no requirement for the non-academic Co-I to hold a PhD or equivalent qualification.

On receipt of the application, eligibility of the non-academic Co-I will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt checks will be carried out.

Applicants based at Independent Research Organisations (IROs) which have gained UKRI eligibility may apply as principal investigator (PI) or Co-I. These applicants are not subject to the requirements and restrictions set out in this document but will be funded under standard fEC rules (i.e. 80% fEC).

Applicants must ensure that the name of the non-academic Co-I's company, public sector organisation or third sector organisation is clearly stated in the proposal. Where any Project Partners are included in the application the name of their company or organisation must also be provided.

### **How do non-academic co-investigators register with Je-S?**

All research proposals to AHRC must be made electronically through the Joint electronic Submission system (Je-S). The PI will be unable to add a UK Co-I from a business, public sector or third sector organisation to an application unless they have first registered with Je-S and have a verified Je-S account. To do this, the Co-I will need to go to the [Je-S website](#), select 'Create an Account', and complete their details.

If, when they reach the organisation screen, their organisation details are not listed, the Co-I will need to contact the Je-S helpdesk (email [jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org) or telephone 01793 444164) and provide details of the project with which they wish to be associated (reference number, title, PI). It is important that the name of the organisation (the Co-I's company, public sector or third sector organisation) is included in the registration details. Once the details are complete the Je-S Helpdesk will register the Co-I, allowing the PI to add them to the proposal. Eligibility of business, public sector or third sector organisation will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt checks will be carried out should a positive funding decision be taken.

**Applicants should ensure that the Co-I applies for registration with Je-S as soon as possible, and no later than 4 weeks prior to the date of application submission. Please note that the application deadline will not be extended to accommodate late setup of Je-s accounts.**

### **What costs can be associated with a non-academic co-investigator?**

When a PI includes a non-academic Co-I on their application they must ensure that all associated costs are fully justified within the Justification of Resources attachment. AHRC will fund 100% of eligible costs where these have been sufficiently justified. However, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC).

Applicants please note:

- All costs associated with non-academic Co-Is must be included in the Je-S form.

- Costs associated with a non-academic Co-I's contribution to a project (regardless of how many Co-Is are included) must not exceed 30%, of the overall cost of the grant at 100% of fEC and would normally be lower than this.
- Co-Is from businesses, public sector and third sector organisations which engage in economic activity or government bodies cannot claim overheads and other indirect costs on any element of the grant.
- No salary costs will be covered for Co-I from government bodies.
- Travel and subsistence costs will be allowable if appropriately justified for non-academic Co-Is.
- Administrative support costs may be permissible, where appropriately justified, for third sector co-investigators and exceptionally for business and public sector co-investigators.
- Non-academic Co-I administrator salary costs and other staff related costs e.g. fieldwork, equipment or travel and subsistence should be entered in the 'Other DI' section and marked as Co-I costs. Please note that the cost of management and operational staff cannot exceed 10% of the total award from AHRC.
- All costs associated with non-academic Co-I will be assessed in the context of the proposal as a whole and the justification of support.

### **How do I show costs on the Je-S application form?**

When completing the Je-S application form, the PI must clearly show which costs will be incurred by UK research organisations and which will be incurred by non-academic Co-Is.

The budget limits on grant applications refer to the total cost of the research project - this is known as the Full Economic Costs (fEC). For UK Research Organisations the fEC cost is not the actual cash contribution paid by the AHRC. The actual cash contribution, known as the 'AHRC contribution', is 80% of the fEC. AHRC will fund 100% of all eligible and justified costs relating to non-academic Co-Is.

Co-Investigator salary costs should be entered via the 'Co- Investigator' section on Je-S and marked as 'Exception' to identify that these should be paid at 100%. Detailed instructions of how to complete the Co-Investigator section in Je-S can be found at the bottom of this document.

Other Research Staff costs related to the Co-Investigator organisation should be entered on the Je-S application under Staff – Researcher and marked as an 'Exception' cost.

Other Co-I related costs whether, fieldwork, equipment or travel and subsistence should be entered in the 'Other DI' section as exceptions and marked as Co-I costs.

Applicants are reminded that the costs for non-academic co-investigators (regardless of the number) must not exceed 30% of the 100% fEC cost of the grant.

For all costs included in your application a statement justifying the resources requested to undertake the research project is required. Where you do not provide sufficient justification for any item it is likely to be removed from any award made. All costs must be entered in pounds sterling (£).

### **How will funds associated with non-academic co-investigators be disbursed?**

Payments on all grants are made in arrears in accordance with a specific payment schedule, as agreed with AHRC at the time the grant is awarded. In all cases, funds are transferred to the PI's Research Organisation in the first instance. It is then the responsibility of that institution to disburse funds to the non-academic Co-I. Particular attention should be paid in the Case for Support to the management and communication protocols in place to enable this to happen smoothly.

**Can non-academic partners be listed as co-investigators if they have secured their own source of funding?**

Yes, they can be included as a co-investigator. Details of their organisation and funding source should be provided in the Justification of Resources.

**Can business, public sector or third sector organisations be included under the heading of consultants rather than co-investigators?**

In principle, the answer is yes. However, inclusion of consultants would be expected to be subject to competitive purchasing requirements.

**Guidance on adding a non-academic Co-Investigator to an application on Je-S**

When a Co-Investigator is added to the Je-S form, the cost type of that new entry defaults to 'Directly Allocated' cost type. Please do not amend this.

Please note that salaries cannot be claimed for government sector co-investigators.

The following details must be entered on Je-S for a non-academic Co-Investigator:

Select name	The co-investigator name and organisation from the database. All non-academic partner applicants must have a Je-s account that allows them to be included in the proposal as Co-I
Will the post outlast the project	Answer should be 'yes'
Total number of hours to be worked on the grant	Maximum hours per year cannot exceed 1,650
Select Exception	The Exception option is applicable to non-academic co-investigators. Salaries paid under the Exceptions cost type are paid at 100% fEC. <b>Note: salaries cannot be claimed for government sector co-investigators</b>
Start date	The date will default to the current date. To amend this click on the calendar icon or enter the date in the DD/MM/YYYY format
Duration months	The period, in whole months to be spent working on the project
FTE %	This is the percentage of time that the post holder will spend working on the project based on a full-time post. This does not relate to the contracted working hours of the post holder. For example, someone that is contracted to work at their organisation for 50% of full time and will be spending the whole of this time devoted to this project should put 50% as the FTE
Scale	Enter the pay scale. This can be alpha or numeric
Effective date of scale	The date on which the scale used came into use. Increment date: this date will default to the proposed project start date. To amend this click on the calendar icon or enter the date in the DD/MM/YYYY format
Starting salary	Annual salary when starting on the project. Enter zero for government sector co-investigators
Other allowances	If applicable
Super Ann and NI	Superannuation and National Insurance costs over the duration of the project (numeric). NOTE: Superannuation and National Insurance costs cannot be claimed for business, public sector or government sector co-investigators
Total costs	Enter the total cost of the post over the period of the project (numeric). Enter zero for government sector co-investigators

