



UKRI Future Leaders Fellowships Renewal Guidance

Version 2.0 April 2023

Version Control

In April 2023 the Future Leaders Fellowships (FLF) team implemented changes to the FLF Renewal scheme. The changes implemented will support the streamlining of the application and assessment process, whilst maintaining the integrity and principles of the FLF renewal scheme.

The changes of note are:

- The FLF renewal scheme will no longer use external peer review comments in the assessment of applications. Applications will go directly to an assessment panel, for consideration for funding.
- Removal of the invite to submit and expression of interest stage, fellows are expected to apply based on their current end date.
- There will be three assessments per year, instead of four. Further details can be found in [Annex A](#).
- Simplified the documentation required from fellows, including the removal of Resume for Researchers and Innovation (R4RI), Removal of the UKRI/ Innovate UK relevance section from the Je-S form, extension to the Case for Support page limit.

| Version | Section | Change |
|-------------------|--|---|
| 2.0 April 2023 | 1.1 | Clarification regarding no-cost extensions |
| | 3.3 | Removal of UKRI/ Innovate UK relevance section; Update to information requested under keywords. |
| | 3.4 | Removal of R4RI; moved data management plan to additional documents from mandatory |
| | 3.4.1.1 | CfS page limit extended to six pages, and updated guidance to integrate information that was previously requested in the R4RI |
| | 3.4.4.4 | Updated information for new online form for SoECAT |
| | 4.4 | Clarification on estates and indirect costs when undertaking additional activities that includes other funding |
| | Annex A | New section outlining the updated timelines for application |
| | Throughout | Updated references of peer review to assessment/ panel |
| | Finance form for non-academic applicants | Updated template |

Contents

| | | |
|---------|--|----|
| 1 | PLANNING YOUR APPLICATION | 1 |
| 1.1 | COVID-19 | 1 |
| 1.1.1 | COVID-19 and no-cost extensions..... | 1 |
| 1.2 | Project Eligibility | 2 |
| 1.3 | Host Organisation..... | 2 |
| 1.4 | Time commitment | 3 |
| 1.4.1 | Additional activities and commitments for academia-hosted fellows..... | 3 |
| 1.4.2 | Reduced Hours Fellowships for non-academic-hosted fellows | 3 |
| 1.4.3 | Part-time working..... | 4 |
| 1.4.4 | Job Share | 4 |
| 1.5 | Multiple submissions | 4 |
| 2 | APPLICANTS | 5 |
| 2.1 | Fellow eligibility..... | 5 |
| 2.2 | Overseas fellows | 5 |
| 2.3 | Co-Investigators | 6 |
| 2.4 | Visiting Researchers | 6 |
| 2.5 | Collaborations | 6 |
| 3 | HOW TO APPLY..... | 8 |
| 3.1 | Creating the proposal..... | 8 |
| 3.2 | Equality and Diversity..... | 8 |
| 3.3 | The Proposal Form | 8 |
| 3.4 | Attachments | 10 |
| 3.4.1 | Mandatory Attachments – all fellows..... | 12 |
| 3.4.1.1 | Case for Support..... | 12 |
| 3.4.1.2 | Justification of Resources | 13 |
| 3.4.1.3 | Head of Department Supporting Statement | 13 |
| 3.4.2 | Mandatory Attachments – academia-hosted fellows only..... | 14 |
| 3.4.2.1 | Additional activities for academic fellows..... | 14 |
| 3.4.3 | Mandatory Attachments – non-academic-hosted-hosted fellows only..... | 15 |
| 3.4.3.1 | Finance Form for non-academic Fellows..... | 15 |
| 3.4.4 | Additional Attachments..... | 15 |
| 3.4.4.1 | Cover Letter | 15 |
| 3.4.4.2 | Data Management Plan..... | 15 |

| | | |
|---------|--|----|
| 3.4.4.3 | Project Partner Letter of Support..... | 16 |
| 3.4.4.4 | Support for NHS Costs (SoECAT)..... | 17 |
| 3.4.4.5 | Signed Animal Usage Declaration..... | 17 |
| 3.4.4.6 | Additional questions on the use of animal's form..... | 17 |
| 3.4.4.7 | Facility Form..... | 18 |
| 3.4.4.8 | Technical Assessment or equivalent form..... | 18 |
| 4 | RESOURCES..... | 18 |
| 4.1 | Overview of costing for academia-hosted fellows..... | 18 |
| 4.2 | Directly Incurred costs..... | 19 |
| 4.2.1 | Staff..... | 19 |
| 4.2.2 | Travel and Subsistence..... | 19 |
| 4.2.3 | Equipment..... | 19 |
| 4.2.4 | Other Directly Incurred Costs..... | 21 |
| 4.3 | Directly Allocated costs..... | 21 |
| 4.3.1 | Investigators..... | 21 |
| 4.3.2 | Other Directly allocated..... | 21 |
| 4.4 | Estates and Indirect costs..... | 21 |
| 4.5 | Exceptions (funded at 100% fEC)..... | 22 |
| 4.6 | Animal costs..... | 23 |
| 4.7 | Research and workshop facilities/existing equipment/capital..... | 23 |
| 4.8 | Overseas costs..... | 23 |
| 4.9 | NHS costs..... | 24 |
| 4.10 | Overview of costing for non-academic-hosted fellows..... | 25 |
| 4.10.1 | Non-academic-hosted – Equipment..... | 26 |
| 4.10.2 | Non-academic-hosted – Animals..... | 26 |
| 4.10.3 | Non-Academic-Hosted – Overheads..... | 26 |
| 4.10.4 | Non-Academic-Hosted – Other..... | 26 |
| 4.11 | Overview of costing for Catapult-hosted fellows..... | 26 |
| | Annex A: When to apply?..... | 28 |
| | Annex B: Original FLF guidance on Host eligibility..... | 29 |
| | Annex C: Subsidy Control & State Aid – funding for non-academic organisations..... | 30 |
| | Annex D: Proposals involving animal use..... | 36 |
| | Annex E: British Antarctic Survey Logistic Support and NERC ship time and aircraft requests..... | 38 |
| | Annex F: Non-academic-hosted fellows – Justification of Resources..... | 39 |
| | Annex G: Council Facilities and resources..... | 41 |

1 PLANNING YOUR APPLICATION

1.1 COVID-19

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

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

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

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

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

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

1.1.1 COVID-19 and no-cost extensions

We encourage fellows to request no cost extensions where appropriate but recognise that the impacts of covid go beyond this, and this will be taken into consideration throughout the assessment process.

A no-cost extension should be requested to compensate for time that has been lost due to a covid related impacts when known, for example, delays in recruitment, impacts on field work etc. The renewal must not be used to substitute a no-cost extension, which is an entirely different process to the FLF renewal. For further information on no-cost extensions, please contact the Post-Award Team: FLFPostaward@ukri.org.

Any disruption noted that cannot be resolved via a no cost extensions will not be penalised. Assessors will be asked to consider the application and consider the unequal impacts that covid-19 related disruption might have had on the progress to date in the fellowship.

1.2 Project Eligibility

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

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

The aim of the scheme is to provide a continuation of the original FLF award; the renewal funding will continue to support the development of a leading-edge fellow, and further the fellow's work to undertake adventurous, ambitious programmes that tackle difficult and novel challenges. The continuation may be made up of a single programme of work, or through multiple consecutive/concurrent interlinked projects led by the fellow (a 'Portfolio Fellowship'), and should go beyond what other, smaller or project grants could support.

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

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

The renewal will be awarded if there is a prima facie case for progression, and the fellow is able to demonstrate this in their proposal. If a prima facie case for renewal is not agreed, a further discussion will be required with the fellow with the panel. Further details on the assessment and criteria can be found on the funding opportunity page.

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

1.3 Host Organisation

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

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

In exceptional circumstances, where a fellow is unable to or does not wish to continue a fellowship, UKRI reserve the right to maintain funding to complete the programme of research and/ or innovation in the original Host Organisation. This option is only available where all reasonable effort has been made by all parties to allow the portability of the fellowship. The final decision to allow this arrangement lies with UKRI. This will not affect any legally binding agreements or commitments the fellow has with the original Host Organisation (for example, IP arrangements or contractual notice periods). Fellows should contact UKRI in the first instance at FLFpostaward@ukri.org.

1.4 Time commitment

FLF renewal awards continue to allow fellows protected time to concentrate fully on their research and/or innovation, training and development and establishing an open-ended position by the end of the award. Should the fellow require, they are able to spend 100% of their time on fellowship activities. In comparison to the original fellowship, over the renewal period fellows will have additional flexibility to undertake non-FLF project career-development activities.

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

1.4.1 Additional activities and commitments for academia-hosted fellows

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

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

Additional activities for non-academic-hosted fellows

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

1.4.2 Reduced Hours Fellowships for non-academic-hosted fellows

Where a fellow is hosted by a business or non-academic host, Subsidy Control rules mean that it is not possible to fund salary costs for activities outside of the fellowship. However, a fellow's career may also benefit from taking on non-fellowship activities. Non-academic-hosted fellows may therefore hold the fellowship on a 'Reduced Hours' basis, where up to 40% of a fellow's time may be spent on other work commitments within the same Host Organisation. This should only be requested where these commitments are demonstrably crucial to the career of the fellow. Examples of activities

include working on ongoing external contracts, business as usual activities or time committed to professional memberships. All Reduced Hours commitments should be fully justified. A non-academic-hosted fellow can request a reduced hours fellowship at the renewal, even if they did not do so for their original FLF fellowship. Costs arising from any working-time the fellow spends on other commitments may not be claimed as part of the renewal.

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

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

Fellows must highlight in their Cover Letter where they are applying for a Reduced Hours Fellowship. Applications of this type should justify how the fellow will fully develop their skills and experience in the time allocated to the renewal and how a Reduced Hours Fellowship will benefit their career.

1.4.3 Part-time working

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

In all cases, the value of a part-time award should be requested on a pro rata basis (not exceeding the full-time equivalent of the fellowship scheme period). For example, a three-year fellowship on a full-time basis would equate to a six-year fellowship with the fellow working 0.5 FTE, but the value of the award would remain the same.

If you require support in calculating part-time salary, please see the 'Academic salary calculator – Renewal' in the 'Additional info' section of the funding opportunity page.

1.4.4 Job Share

Fellows may apply to hold a fellowship as a job share, or transfer to a job share if appropriate at the renewal stage. Please contact the UKRI FLF team in the first instance, who will advise on the appropriate steps to take.

1.5 Multiple submissions

Fellows may only have one fellowship application under consideration by UKRI (which encompasses all fellowship schemes led by any of the Research Councils and/or Innovate UK) at any point, unless expressly permitted in the Research Council/Innovate UK call documentation. If a Research Council/Innovate UK call does allow applications, the application must not request more than 50% of the fellow's working time, as per the guidance on additional activities.

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

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

- A substantial part of the fellowship programme may not be under consideration as a proposal with any of the constituent parts of UKRI, while under consideration for a FLF renewal award.
- Any funding secured from UKRI or other funders must comply with the Future Leaders Fellowships terms and conditions if awarded, including the time commitments (detailed in section 1.4)

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

2 APPLICANTS

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

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

Staff and collaborations may be included if they are a continuation from the original fellowship, or new to the renewal application.

2.1 Fellow eligibility

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

2.2 Overseas fellows

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

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

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

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

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

2.3 Co-Investigators

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

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

Non-academic hosted Co-Is when the fellow is hosted in academia

Due to the nature of overheads paid to non-academic organisations, Co-Is should not be included for the purpose of calculating overheads. Therefore, costings for the Co-I, including all costs associated with their part of the project, should be submitted under the Other Directly Incurred costs section of the proposal form. They should still be referred to as Co-Is within the Case for Support. There may be considerations of Subsidy Control where a non-academic hosted Co-I is heavily involved in the project. Please see [Annex C](#) for more details.

2.4 Visiting Researchers

Support may be requested for visits by individuals of acknowledged standing (Visiting Researchers/Innovators) from the UK or abroad, limited to 12 months per individual over the lifetime of the award.

Visiting Researchers should receive the same salary and conditions as other staff of an equivalent status within the Research Organisation, and costs should be requested as Directly Incurred. Only salary costs for the time spent directly working on the project should be claimed, and requests should exclude contributions from other sources.

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

2.5 Collaborations

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

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

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

A Project Partner must submit a [Project Partner letter of support](#).

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 assessment. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved, however any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation. Please see [Annex C](#) for more information on Subsidy Control.

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

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

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

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

Project Partner/Subcontractor entitlement to project outputs and Intellectual Property

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

3 HOW TO APPLY

3.1 Creating the proposal

The call for applications is an open funding opportunity with no funding deadline, to account for the varying end dates of current award holders. Please see the funding opportunity page and [Annex A](#) for meeting dates and the deadlines, which are advised based on your current FLF award end date.

Proposals for all fellows must be submitted via the Joint Electronic Submission System (Je-S).

Creating the Je-S Proposal form:

- From the fellow's Je-S account home page, select 'Documents' from the left-hand menu list, then select 'New Document' from the functions section near the top of the page
- Select Council: MRC
- Select Document Type: Fellowship proposal
- Select Scheme: UKRI Future Leaders Fellowships
- Select Call: UKRI Future Leaders Fellowships Renewal
- Select 'Create Document'

3.2 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:
 - Suffer a disadvantage linked to that characteristic
 - Have different needs to other groups, or
 - Have a disproportionately low level of participation
- Publish aggregated and anonymised data as part of our commitment to transparency and supporting access and inclusion

3.3 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 start date must be the day after the end date of the original FLF award. The end date of the original FLF award includes any no-cost extensions that have since been added to the original application. |
| Fellow details | Details of the fellow and any Co-Is. |
| Objectives | Summarise the project's main aim and objectives over the additional requested funding period. |
| Summary | 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. |

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| | <i>This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.</i> |
| Beneficiaries | <p>Summarise how the proposed fellowship's research and/or innovation outcomes will contribute to knowledge, both within the UK and globally. This should include how the research and/or innovation will benefit others in the field and/or sector, identify beneficiaries in other disciplines and outline how the results of the proposed research and/or innovation will be disseminated to these beneficiaries.</p> <p><i>This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.</i></p> |
| Other Support | Any public grant funding received in the last three years, or which will overlap with the lifetime of the full fellowship award. |
| Related Proposal | Fellows should enter their original FLF application grant reference number and select 'Continuation'. |
| Staff | Please enter all Directly Incurred staff posts. |
| Resources | Fellows should refer to section 4 to complete this section. |
| Classifications | <p>The classification sub-sections must be completed to indicate whether the project will involve:</p> <ul style="list-style-type: none"> • Human biological samples • Stem cells • Beneficiary countries • Keywords - Applicants are required to detail below the keywords that best describe the areas of proposed research/ innovation that will be explored. For example, Ecology; Architecture; Physical Chemistry; Marketing; Hydrology; Nanotechnology; Public Health; Astronomical Sciences. |
| Ethical information | <p>Provide details of any ethical considerations required to undertake the research. This includes human participation, animal research, animal species, genetic and biological risk, implications and ethical committee approvals required.</p> <p>If applicable, within the 'Animal Research' section, fellows must detail any procedures categorised as moderate or severe (in accordance with the maximum prospective severity rating in the Home Office licence under which the work will be carried out) in order that the assessment of the</p> |

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| | <p>proposal can balance the importance of the potential scientific advancement to the welfare of the animals.</p> <p>If applicable, within the 'Animal Species' section, scientific reasons for the use of animals and an explanation of why there are no realistic alternatives must be given, with an explanation of how the choice of species complies with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments (see Annex D in this document).</p> |
|--|--|

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

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

3.4 Attachments

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

- All attachments to be completed in 11-point Arial typeface and must adhere to the page-length limits detailed below.
- Margins must not be less than 2cm.
- Attachments should be uploaded as PDFs to avoid conversion issues from other file formats.
- Where templates are provided, they can be found [here](#).

Applications will not be accepted where smaller typefaces or narrow versions of the typeface have been used, or where page limits have been exceeded. UKRI reserve the right to reject or return for amendment applications that do not follow this guidance, that are submitted incomplete, or with significant omissions.

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

The below table should be used as a check list for the attachments required for the renewal application. Further details on each attachment type can be found throughout the following guide sections.

| Mandatory attachment type | Je-S attachment type | Template provided? | Page limit |
|--|-----------------------------|--------------------|--------------|
| Case for Support | Case for support | No | Six sides A4 |
| Justification of Resources | Justification for resources | No | Two sides A4 |
| Head of Department Supporting statement | Letter of support | No | Two sides A4 |
| Academic specific mandatory attachments | | | |
| Additional activities | Letter of support | No | One side A4 |

| | | | |
|---|-------------------|-----|-----|
| Non-academic-hosted specific mandatory attachments | | | |
| Finance Form for Non-Academic Fellows | Letter of support | Yes | N/A |

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

| Additional mandatory attachment type | Conditions | Je-S attachment type | Template provided? | Page limit |
|---|---|-----------------------------|---------------------------|-------------------|
| Cover Letter | <ul style="list-style-type: none"> The proposal is requesting funding for instrument development (fellows from academic Host Organisations only) Proposals intended to be held on a Reduced Hours basis (fellows from non-academic-hosted and Catapult Host Organisations only) The application is requesting an R&D subsidy. Where this is the case, please include the assumptions used to ascertain the percentage funding levels applied for (not applicable for fEC). | Cover letter | No | Two sides A4 |
| Data Management Plan | If the fellow has/is proposing to move host organisation, or if there are any major changes to the host organisations data management from the original application. | Data management plan | Yes | Three sides A4 |
| Project Partner letter of support | If Project Partners are included in the application. | Letter of Support | Yes | One side A4 |
| Support for NHS Costs (SoECAT) | <ul style="list-style-type: none"> The proposed study is intended for the NIHR CRN portfolio, the route through which support and Excess Treatment Costs (ETCs) are provided in England. The research requires HRA and HCRW Approval in England and/or Wales, and/or studies requiring NHS/HSC Management Permission in Northern Ireland and/or Scotland. The research will use NHS resources. | Letter of support | Yes | N/A |

| | | | | |
|---|--|----------------------|--|-----------------|
| | A SoECAT must be completed even if fellows believe that their clinical research will not involve Excess Treatment Costs. | | | |
| Signed Animal Usage Declaration | If application involves use of animals overseas | Letter of support | Yes | Two sides of A4 |
| Use of Rodents Overseas Form | If application involves use of rodents overseas | Letter of support | Yes | Two sides of A4 |
| Facility 'Form' | If proposing to use national Research Council facilities | Facility form | No | Two sides of A4 |
| Technical Assessment or equivalent form | If proposing to use some national Research Council facilities, for example HPC. | Technical assessment | No, but individual facilities may have specific forms. | N/A |
| British Antarctic Survey Logistic Support | If proposing to use British Antarctic Survey Logistic Support. See Annex E | Technical assessment | Online application | N/A |
| NERC ship time and aircraft requests | If proposing to use NERC ship time and aircraft. See Annex E | Technical assessment | Online application | N/A |

3.4.1 Mandatory Attachments – all fellows

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

All templates can be found on the funding opportunity page.

3.4.1.1 Case for Support

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

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

- **Research and/or Innovation:**
 - Evidence for the quality of the research and/or innovation of the work to date, demonstrating progress against the original aims and objectives of the original proposal to date
 - Outline the future plans for the proposed work over the additional renewal stage
 - If applicable, describe all human studies and animal experiments. See [Annex C](#) for further guidance of the information that must be provided if the proposal involves animal use.
- **Impact and Strategic Relevance:**
 - Demonstrate the short-term impacts of the original proposal to date, and what any potential further short- or long-term impacts are.

- Outline how the fellow has contributed to broader research and/or innovation-users and audiences, and towards wider economical and/or societal benefit.
- **Fellow and their development:**
 - Clear plan to support the further training and development of the fellow (and, if applicable, their team) during the renewal period and for gaining advice or mentorship over the renewal period, supporting not only the research programme but also their broader career and professional development.
 - Fellows should reflect on their time spent on the FLF fellowships and how the activities and achievements demonstrate development in their independence and leadership.
 - **Career Intentions:** Describe how the added value of a UKRI FLF renewal award will continue to have a demonstrable impact on the career trajectory of the fellow. Fellows should outline any career developments to date, outlining further short- and long-term career intentions.
- **Research and Innovation environment:**
 - Continued commitment from the Host Organisation to realising the potential of the fellow and establishing them as a research and/ or innovation leader.
- **Collaborations:** Use the case for support to outline any collaborations, and their involvement in the project. This should include any Co-Investigators.
- **Intellectual property:** It is expected that new intellectual property (IP) may be generated during fellowships. 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.

Full details of the assessment criteria can be found in the 'Additional info' section of the funding opportunity page.

3.4.1.2 Justification of Resources

The role of the JoR is to aid assessors when assessing proposals so that they can make an informed judgement on whether the resources requested are appropriate for the research proposed, and whether the proposal demonstrates value for money. All items requested in the proposal need to be justified in the JoR.

The JoR must be no longer than two sides of A4. The below two tables are presented for assistance. Items not appropriately justified will not be funded and will be removed by UKRI prior to awards being made.

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

Non-academic-hosted-hosted fellows

For further guidance on writing a Justification of Resources based on the finance form, please see [Annex F](#).

3.4.1.3 Head of Department Supporting Statement

This is a mandatory attachment and must be from the Pro Vice-Chancellor and Head of the Department, or a Senior Business Representative from the Organisation that will host the fellow.

If the Senior Business representative is also the fellow, they should still submit a Head of Department statement as a formal record of the company's commitment to the project costs.

The statement must outline:

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

3.4.2 Mandatory Attachments – academia-hosted fellows only

3.4.2.1 Additional activities for academic fellows

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

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

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

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

Fellows should clearly outline:

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

If fellows do not upload intend to undertake any additional activities, a document stating that 100% of their time will be spent on fellowship activities should be submitted in place of the above.

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

3.4.3.1 Finance Form for non-academic Fellows

Costings for fellows hosted by a non-academic must not be included in the Je-S form. All Je-S costs should be indicated as zero and instead non-academic based fellows must complete the 'Finance Form for non-academic Fellows' template, which can be found in the 'Additional info' section of the funding opportunity page, as directed in this [guidance](#).

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

3.4.4 Additional Attachments

3.4.4.1 Cover Letter

A Cover Letter must be included if:

- For any proposals intended to be held on a Reduced Hours basis (fellows from non-academic and Catapult Host Organisations only).
- An academic-hosted application is requesting funding for instrument development.
- If the application is likely to fall within Subsidy Control regulations. Where this is the case, please include the calculations and assumptions used to ascertain the percentage funding levels applied for.

3.4.4.2 Data Management Plan

The Data Management Plan (DMP) is required when:

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

The DMP must demonstrate how the applicant will or already meets their responsibilities for research data quality, sharing and security. It must refer to any institutional and study data policies, systems and procedures and be regularly reviewed throughout the research cycle. If any section is not relevant to the proposal 'not applicable' should be entered.

We recognise publicly funded research data as valuable, long-term resources that, where practical, must be made available for secondary research. Applicants must ensure that research data arising

from UKRI-funded research is to be made available to the research community in a timely and responsible manner unless there are exceptional reasons why this cannot happen.

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

Level of risk

Where the research and/ or innovation involves human participants, their data or tissues, or where the team holds identifiable data about these participants, the level of risk regarding data management is much higher. In these instances, the DMP should be more detailed and must include information on how these risks will be managed.

Cost of data sharing and preparing data for archiving

Where applicable, fellows must include the costs related to data sharing and preparation for data archiving in the resources section of the proposal form. This may include people, equipment, infrastructure and tools to manage, store, analyse and provide access to data.

Where the costs of managing legacy data and sharing are substantial, the proposal must differentiate the resources and funding for the following activities:

- Collecting, processing and 'cleaning' new data
- Own research on newly acquired and legacy data
- Ongoing data curation and preservation
- Providing access and data sharing.

3.4.4.3 Project Partner Letter of Support

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

Each Project Partner is required to provide a Letter of Support which must be submitted on the template found in the 'Additional info' section of the funding opportunity, and must be dated and signed by an authorised representative of the Organisation. Letters of Support should be dated within the previous six months.

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

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

- Agreement that the Project Partner will recruit the participants/provide tissue
- That what is being supplied is suitable for the research being undertaken
- That the quantity of tissue (where relevant) being supplied is suitable, but not excessive for achieving meaningful results

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

3.4.4.4 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 Research (NIHR) portfolio and the support it provides.

Who needs to complete a SoECAT?

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

- The proposed study is intended for the NIHR CRN portfolio, the route through which support and Excess Treatment Costs are provided in England. This may include studies that will take place in a social care or public health setting.
- The research requires HRA and HCRW Approval in England and/or Wales, and/or studies requiring NHS/HSC Management Permission in Northern Ireland and/or Scotland.
- The research will use NHS resources A SoECAT MUST be completed even if you don't think your clinical research will involve excess treatment costs (ETCs).

Completing a SoECAT form

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

- In order to create a SoECAT, create an account in CPMS. After creating the account, login to CPMS to activate this account. If any assistance is required in creating the account, please refer to the [user guide](#).
- Guidance on completing an online SoECAT form can be found on the [NIHR website](#).
- Append the completed 'Funder Export' with your completed grant application. Please note that Je-S does not allow the upload of MS Excel files, therefore please convert the relevant pages to a PDF and upload it to the application as a 'Letter of Support'. Please detail the file's description as 'Schedule of Events Cost Attribution Tool'. UKRI reserve the right to request a copy of the complete original signed MS Excel form.

3.4.4.5 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 [Peer review and advice service | NC3Rs](#) and ensure that work is carried out to UK standards
- Before initiation of the proposed research work, appropriate approvals from Institutional and/or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects. Successful proposals may be expected to provide copies of these permissions before funding is released.
- Details on where the animal research will take place (UK or overseas) and through which funder the resources are being sought.

3.4.4.6 Additional questions on the use of animal's form

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

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

3.4.4.7 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 G](#) for more information about available facilities and resources.

3.4.4.8 Technical Assessment or equivalent form

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

The Technical Assessment will detail the outline discussions that have taken place with the research facility, to ensure the facility will be available at the required time. Fellows should also confirm the start and end date of use of the facility, support requirements and a brief summary of the facility use and importance of its use for the project.

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

4 RESOURCES

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

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

4.1 Overview of costing for academia-hosted fellows

FLF renewal applications from fellows in an academic Organisation are costed on the basis of Full Economic Costs (fEC), consistent with the dual support system in Research Council eligible organisations and Subsidy Control legislation. Please see [Annex C](#) for more information on Subsidy Control. Host Organisations must agree to fund the balance of the fEC for the project from other resources.

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

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

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

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

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

4.2 Directly Incurred costs

4.2.1 Staff

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

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

4.2.2 Travel and Subsistence

Funds for travel and subsistence for the fellow and any staff working on the project, including any overseas costs, must be entered in this section. The cost and destination of each travel item must be entered in the form and justified in the Justification of Resources

All travel must occur between the start and end date of the renewal award and must be costed by the most suitable and economical means, at current prices and with no allowance for inflation. Subsistence rates, both UK and overseas, must be those applicable within the Host Organisation.

Non-EEA nationals holding a UK work visa should be aware that extensive time overseas may invalidate an application for Indefinite Leave to Remain in the UK.

4.2.3 Equipment

For academia-hosted applications any item costing over £10,000 (including VAT) must be detailed in this section. Any item less than £10,000 (including VAT) is classed as a consumable and must be listed under the 'Other Directly Incurred' cost heading.

UKRI will meet the costs of new equipment, the costs of equipment repair and major spares, the costs of external maintenance agreements and the cost of equipment relocation and installation, where required by the proposed research. If applicable the Host Organisation should make its own arrangements for applying for exemption from import duty.

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

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

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

- Must be included under the 'Equipment' fund type heading and a two-page business case outlining the strategic need for the equipment and three quotations for each individual item must be uploaded. Where it is not possible to provide three quotes, for example, due to the specialist nature of the item concerned, the Host Organisation must upload dummy quotes in addition to the actual quote(s) to enable the application to validate and be submitted.

Equipment for instrument development (academia-hosted fellows only)

- Equipment for instrument development only will be funded at 100% fEC, although UKRI reserves the right to request organisational contributions in exceptional circumstances. A request will be classed as instrument development where it is wholly or mainly focused on creating a novel instrument that will either enable research capability not available using any existing instrument, or if it will substantially improve research capability beyond what currently exists, in a way that opens significant new research and/or innovation opportunities.

Completing equipment details

The equipment section in costings should be completed as outlined below. All fields must be completed for each entry when making an application and costings must be at current prices with no allowance for inflation.

| Heading | Description |
|------------------------|--|
| Description | A brief description of the equipment so that what is being requested can be identified |
| Country of manufacture | The country where the item was manufactured |
| Delivery date | Please estimate this if not known |
| Basic price | Not including VAT |
| Import duty | Mark as 0 if none has been incurred |
| VAT | Mark as 0 when it can be reclaimed by the Host RO |
| Total | Total cost (excluding any VAT etc that can be reclaimed) |
| Amount sought | Total amount requested (this will normally be 50% of <u>total cost</u>) |

4.2.4 Other Directly Incurred Costs

Other costs directly attributable to the project may include:

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

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

4.3 Directly Allocated costs

4.3.1 Investigators

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

4.3.2 Other Directly allocated

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

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

4.4 Estates and Indirect costs

For academia-hosted fellows, Estates and Indirect costs will be calculated by the Host Organisation. The agreed rates can be obtained from the finance department or research office. The costs should be entered as a single figure covering the costed duration of the project. Estates and Indirect costs do not need to be justified in the Justification of Resources document.

Estates and indirect costs do not need be tapered in line with the salary contributions for the fellow and should be claimed at the FTE associated with the fellow's overall work. However, in recognition that the renewal allows for additional flexibility of time, a lower FTE equivalent may be requested for these costs. The contribution to estates and indirect costs should, at a minimum, be the amount of

time spent on the fellowship excluding additional activities (minimum 0.5 FTE). This additional flexibility is allowed in recognition that additional funding may not yet be secured for the renewal period via other grants.

The host organisation must ensure that the amount claimed is not duplicated across other funding.

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

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

Estate costs

- May include building and premises costs, basic services and utilities, lease/rent rates, insurance
- Cleaning/porters/security/safety costs, staff facilities, and any clerical staff and equipment maintenance not already included as either a Directly Incurred or Directly Allocated cost.

Indirect costs

- Non-specific costs (that are not otherwise included as Directly Allocated costs) charged across all projects based on estimates.
- May include general office and basic laboratory consumables, library services/learning resources, typing/secretarial support, finance, personnel, public relations and departmental services, central and distributed computing and the cost of capital employed (including redundancy).
- Costs of ethics reviews and infrastructure technicians can be included under this heading.
- Staff costs that fall under this category do not need to be tapered and should be calculated on the FTE basis and not based on the % contribution to salary.

Estate and Indirect costs at additional organisations:

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

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

- Indirect costs will continue to be paid to the lead Organisation.
- Estates costs will not be payable to the lead Organisation for the period of the fellow's placement, however a contribution to the second Organisation's estate costs may be requested, and the total figure for Estates costs requested must be adjusted accordingly.
- UKRI will not make direct payments to the second Organisation, either in the UK or overseas; this must be arranged and managed through the lead Organisation.
- If the Organisation at which the fellow will spend the six+ months is in a DAC list developing country, Estates and Indirect costs for the Organisation maybe requested at 100% as Exceptions in the Directly Incurred-Other cost category. The Estates and Indirect costs associated with overseas locally employed research staff in developing countries may also be requested as Directly Incurred – Other costs at 100%.
 - Estates and Indirect costs must not be requested for projects that are not taking place in a developing country

4.5 Exceptions (funded at 100% fEC)

- Overseas costs may be included as an exception, for further information, please see [Overseas costs](#) section.

- Costs to meet externally commissioned surveys (those commissioned through a procurement process and contract with a professional provider) may also be included, provided that the survey is not undertaken by the applicant.

4.6 Animal costs

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

Further details can be found in [Annex D](#).

4.7 Research and workshop facilities/existing equipment/capital

- Should include any costs that will be charged to the project to access shared research facilities and equipment. Items entered under this heading will require their use, but not the associated cost, to be justified in the Justification of Resources.
- If using NERC HPC facilities, it is not necessary to provide a cost for usage. For use of ARCHER and NEXCS please provide an estimate of resource need and a brief justification for the use in the Justification of Resources section.

4.8 Overseas costs

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

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

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

- Fares, baggage, medical insurance and rent of reasonable accommodation.
- Overseas living allowance, provided this is fully justified. In general, a request of up to 11% of the fellow's salary is considered a reasonable contribution towards the cost of living overseas.
- Travel costs for a spouse and/or for children if the family will accompany them for the whole period.

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

| Description | UKRI fEC contribution |
|--|-----------------------|
| Costs for overseas support staff for the fellow, including salary, travel and subsistence. | 100% |

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

4.9 NHS costs

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

- Research costs
- NHS treatment costs
- NHS support costs

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

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

NHS support costs:

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

NHS treatment costs:

- Patient care costs that would continue to be incurred if the patient care service in question continued to be provided after the research and development activity has stopped.
- Applicant must assume that the patient care service being assessed will continue even though there may be no plans for it to do so.
- Where patient care is being provided which differs from the normal, standard treatment for that condition (either an experimental treatment or a service in a

different location from where it would normally be given), the difference between the total treatment costs and the costs of the 'usual standard care' (if any) constitutes excess treatment cost/saving, but is nonetheless part of the treatment cost, not an NHS support or research cost. These costs should be determined in conjunction with your NHS trust partner(s) and their commissioners.

4.10 Overview of costing for non-academic-hosted fellows

Finance Form for non-academic 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 C](#) is up-to-date and accurate, but this information is not to be taken as legal or professional advice, and UKRI cannot accept any liability for actions arising from the use of our guidance.
- All non-academic-hosted fellows should seek appropriate legal advice.

Financial and due diligence checks

- Once a non-academic-hosted fellow has been notified of their success the application and host will be subject to financial and due diligence checks.
- If an organisation fails these checks, the funding may not be awarded.
- Any costs deemed by UKRI as ineligible will not be funded.
- The total salary requested must be calculated to include pension, National Insurance contributions and provision for anticipated salary increments and promotions, such that the salary at the end of the award is in line with the Host Organisation's employment structure for an individual with equivalent experience.

Instrument Development

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

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

4.10.1 Non-academic-hosted – Equipment

Usage costs for equipment and other capital assets can be costed if the assets have a useful lifetime of at least one year, are stand alone, are clearly definable and moveable, and conform to the capitalisation policy of the Host Organisation.

Calculations for all equipment bought for use during the fellowship should be calculated using either:

- The original purchase price (excluding VAT) divided by depreciation period in months (as per your current capitalisation policy) = monthly depreciation charge; or
- The project capital usage cost = (monthly depreciation charge x number of project months) x percentage of time used on project

For a working example please see the 'Capital usage' section of the [Innovate UK finance form guide](#).

If applicable the Host Organisation should make its own arrangements for applying for exemption from import duty. All equipment must be fully justified in the Justification of Resources, submitted as part of the application.

4.10.2 Non-academic-hosted – Animals

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

4.10.3 Non-Academic-Hosted – Overheads

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

Full overhead recovery/full absorption costing is not eligible.

4.10.4 Non-Academic-Hosted – Other

Patent filing costs for new intellectual property (IP) generated by the fellowship can be included in the application, if the Host Organisation or Collaborator is an SME. This cost is allowable for SMEs up to a limit of £7,500 per Host Organisation, Collaborator or Co-investigator. These costs should not include legal costs relating to the filing of trademark related expenditure as these are considered to be marketing/exploitation costs and are therefore ineligible.

Regulatory compliance costs are eligible, if necessary, to carry out the programme of research/innovation in the fellowship.

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

Any indexation should be included at the point of submission.

4.11 Overview of costing for Catapult-hosted fellows

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

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

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

Annex A: When to apply?

There will be three submission windows per year, with submission cut offs typically held in April, July and December. Fellows should apply to the FLF renewal based on their current award end date; this includes any no-cost extensions that have been applied since award.

If there is a reason which means you are unable to submit to your allocated meeting, please advise the FLF renewal team as soon as possible. Please note that panels are built in advance of call closing, and so we should be notified 3 months prior to call close if you are unable to submit to your allocated meeting.

If you are applying for a no-cost extension and unsure which meeting you should now apply to, please contact the FLF renewal team for advice.

The cut off for each submission window can be found in the tables below. Fellows and host organisations should ensure that they are prepared to submit to the relevant meeting.

2023 submissions windows:

| FLF Renewal meeting name | Submission deadline | Outcome | Who should apply to this meeting? Those with current end dates between: |
|--------------------------|-------------------------------|---------------|--|
| Meeting 7 | 13 th July 2023 | November 2023 | May 2024 to August 2024 |
| Meeting 8 | 1 st December 2023 | March 2024 | September 2024 to December 2024 |

2024 submission windows:

| FLF renewal meeting name | Submission deadline | Outcome | Who should apply to this meeting? Those with current end dates between: |
|--------------------------|----------------------------|---------------|---|
| Meeting 9 | 2 nd April 2024 | July 2024 | January 2025 to April 2025 |
| Meeting 10 | 11 th July 2024 | November 2024 | May 2025 to August 2025 |
| Meeting 11 | December 2024 | March 2025 | September 2025 to December 2025 |

Guide 2025 submission windows:

| FLF renewal meeting name | Submission deadline | Outcome | Who should apply to this meeting? Those with current end dates between: |
|--------------------------|---------------------|---------------|---|
| Meeting 12 | April 2025 | July 2025 | January 2026 to April 2026 |
| Meeting 13 | July 2025 | November 2025 | May 2026 to August 2026 |
| Meeting 14 | December 2025 | March 2026 | September 2026 to December 2026 |

Annex B: Original FLF guidance on Host eligibility

Host Organisation eligibility

Organisations eligible to host a Future Leaders Fellowships include:

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

Annex C: 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?

The UK subsidy control regime began on 4 January 2023. It enables public authorities, including devolved administrations and local authorities, to give subsidies that are tailored to their local needs, and that drive economic growth while minimising distortion to UK competition and protecting our international obligations. UKRI makes subsidies under the legal basis of the Higher Education and Research Act 2017 which mandates it to make financial awards, in the case of the Future Leaders Fellowship Programme (FLF) grants, for research and innovation.

The FLF programme will fund most of its awards to non-academic organisations under the UK Research, Development and Innovation Streamlined Route (RDISR) which is enabled by the Subsidy Control Act of 2022.

The exception will be awards which have the potential to affect trade in goods between NI and the EU (including the production of and trade in agricultural products) and the production of wholesale electricity in NI (measures impacting on the Single Electricity Market). Where this is the case Article 10 of the Northern Ireland Protocol provides that the EC State aid rules will continue to apply.

- The support we provide is consistent with the UK's international obligations and commitments to Subsidy Control. These include:
 - The [Subsidy Control Act of 2022](#).
 - The [UK Research, development and innovation streamlined route guidance](#).
 - The [World Trade Organisation \(WTO\) rules](#).
 - The EU-UK Trade and Cooperation Agreement (TCA) (see [The EU-UK Trade and Cooperation Agreement \(europa.eu\)](#)).
 - The [Department for Business, Energy and Industrial Strategy \(BEIS\) guidance](#).
 - Where applicable, 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?

Under most circumstances where our funding would constitute a subsidy the UKRI FLF scheme will fund in accordance with the rules laid down by RDISR. The level of subsidy received will be calculated against rates based on the proposed total project cost. The rates will be dependent on the type of research and/ or innovation undertaken and the size of business or commercial entity involved in the application (see below).

Where an award would have the potential to affect trade between the European Union and Northern Ireland (as specified by the Northern Ireland Protocol) fellowships must be funded under State Aid conditions, specifically the General Block Exemption Regulation (GBER), see section 5 of this annex.

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

The UK Subsidy Control regime or EU State aid legislation (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 funding levels below and any additional reporting and governance associated with your grant will apply.

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

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 (for example, 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 or other outputs 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 funded activity rests with the host and their collaborators, who have a responsibility to ensure that value for money is sought.

UK 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 (for example, development of a software tool based on a commercial platform for).

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 3 of this annex.

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.

RDISR: Subsidy ratios and additional considerations

When reading this section and calculating your subsidy ratios and the overall funding rate for your project please note that 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 UK Subsidy Control and/or State Aid rules should apply. UKRI's decision on levels of funding are final.

Subsidy rates

Where a subsidy 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 development and innovation within the programme and the overall cost of the programme. Host Organisations will be provided funding at the following ratios which apply in the case of both RDISR and GBER:

| Enterprise 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% |

*Fundamental research is funded at 100% because, under the terms of RDISR, it is not normally considered a subsidy and therefore is deemed unlikely to influence a market. UKRI reserves the right to transfer fundamental research effort to the industrial research category if it believes there is a risk of exploitation and the possibility of a market effect. UKRI will have the final say in this matter and its decision will be non-negotiable.

An enterprise is defined as a person, persons or an organisation engaged in activity which entails offering goods or services on a market. An activity is not regarded as economic if it is carried out for a purpose that is not economic.

The definitions of micro/small, medium (SME) enterprises used by the FLF programme are set out as defined by:

- [UK Streamlined Subsidy Guide](#) SME definition, to be used for RDISR applications.
- [EU SME definition](#) where the Northern Ireland Protocol applies.

A large business in the context of both the RDISR and GBER means any enterprise which is not an SME under the relevant definition above.

Upper limits for subsidies under RDISR

The maximum permissible per subsidy is £3 million. This limit is imposed on a per organisation per fellowship basis rather than the fellowship as a whole. For examples of how this limit works see section 6 of this annex.

The classifications of research, development and innovation

The definitions of types of activity under RDISR and GBER are broadly similar, here we reproduce the definitions from the UK Streamlined Subsidy Guidance.

Fundamental research means experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

Feasibility studies means the evaluation and analysis of the potential of a project, which aims at supporting the process of decision-making by objectively and rationally uncovering its strengths and weaknesses, opportunities and threats, as well as identifying the resources required to carry it through and ultimately its prospects for success. will define their own requirements for feasibility studies in terms of project size and length.

Industrial research means the planned research or critical investigation that is aimed at the acquisition of new knowledge and skills for developing new products, processes or services; or that is aimed at bringing about a significant improvement in existing products, processes or services. This would include digital products, processes or services, in any technology, industry or sector (including, but not limited to, digital industries and technologies, such as super-computing, quantum technologies, block chain technologies, artificial intelligence, cyber security, big data and cloud technologies). Industrial research comprises the creation of component parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, where necessary for the industrial research and notably for generic technology validation.

Experimental development means acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This includes digital products, processes or services, in any technology, industry or sector (including, but not limited to, digital industries and technologies, such as for example super-computing, quantum technologies, block chain technologies, artificial intelligence, cyber security, big data and cloud or edge technologies). This may also encompass, for example, activities aimed at the conceptual definition, planning and documentation of new products, processes or services. Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real-life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessary for the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes. Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements.

Special considerations for fundamental research

The RDISR recognises that financial assistance for research termed as fundamental or basic research (that meets the definition above) may not constitute a subsidy, even if it is given to an enterprise if there is no application in view.

Where a project has a mixture of fundamental and other forms of activity it should be costed accordingly, see section 4.6.

Special considerations for feasibility studies

Under RDISR a feasibility study must be calculated as a separate subsidy, even if it forms a part of a larger project or programme of work, such as an FLF award. If you will undertake a feasibility study as part of your fellowship, you must cost this separately and submit a separate finance form with *-feasibility* added to the end of the file name. This form should contain all elements and proportions of funding that are relevant to the feasibility study, including overheads.

If successful, you will receive all elements of your requested funding, but it is a requirement that the feasibility study be separately reported by UKRI.

Projects that span more than one category of activity

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 overall subsidy rate will be calculated proportionally from the percentage of each activity type and its subsidy ratio.

You should apply for grant funding equivalent to the aggregated work packages.

UKRI cannot advise on appropriate funding categories and therefore levels prior to application. Applicants should seek legal advice regarding compliance with UK Subsidy Control legislation and RDISR guidance when preparing their application.

Co-Is from different organisation(s)

Where a Co-I is employed by another non-academic institution which may benefit from the work undertaken during the FLF programme of work the financial award to this organisation may represent a subsidy in its own right. If this is the case then a separate finance form, with *-coi* added to the end of the file name, would be required. This form should contain all elements and proportions of funding that are relevant to Co-I and their organisation, including overheads.

Equipment

To help ensure that subsidies given under RDISR are the appropriate and meet the requirements of the legislation, the costs of equipment and instruments shall be fully eligible only if they are used for their full life for the project.

Where equipment and instruments are not used for their full life for the project the residual value should be calculated and deducted when calculating the eligible costs. The supplied finance form will calculate the appropriate rate for your equipment for a given usage time and duration.

Under the rules of RDISR UKRI may allow equipment provided to SMEs under specific circumstances as a fully eligible cost. This will only be done when:

- The equipment acquired for the FLF is newly acquired by the host. Existing equipment and instruments may not be subsidised in this way.
- The equipment and instruments to be used solely for RD&I activities no other uses are permitted for the lifetime of the equipment (for example any commercial purpose including hire or provision of a commercial service).
- UKRI must be satisfied on balance of probabilities that this is the case; in practice this may mean that provision of the full subsidy is reserved until the renewal stage (+3 part of the fellowship).

UKRI and its agents reserve the right to monitor and assess equipment usage to ensure that it complies with the proposed use, if proposed circumstances and usage change over the period of the project it is your responsibility to inform us of changes, failure to do so may constitute a breach of our grant conditions and/or the Subsidy Control Act of 2022 requiring us to recover funds.

The Northern Ireland Protocol and State Aid

Article 10 of the Northern Ireland Protocol to the Withdrawal Agreement (the Protocol), provides that EU State aid rules will continue to apply to the UK in respect of subsidies that affect trade in goods and electricity between Northern Ireland and the EU. Article 10 does not apply to services. While most UK subsidies will be unaffected by the Protocol there will be instances where Article 10 applies. For example, subsidies for goods in Northern Ireland and, in certain limited circumstances, subsidies for goods given in the rest of the UK. Where subsidies engage the Protocol, they are not in scope of the domestic subsidy control regime and cannot be given under the UK Research, Development and Innovation Streamlined Route (RDISR). They must instead be awarded under the EU State Aid rules, specifically the General Block Exemption Regulation (GBER).

As the subsidy rates and other conditions of RDISR are compatible with GBER all awards of FLF which constitute subsidies will be funded against the rules and rates of RDISR detailed in this annex. However, subsidies (awards) made subject to Article 10 of the Protocol will be registered as subsidies under GBER.

Annex D: Proposals involving animal use

Use of animals

The elaboration of a compelling research and/or innovation case is an essential prerequisite for justifying the use of animals. Over the past few years there have been a number of important initiatives aimed at raising the sometimes inadequate standard of reporting of animal experiments in the scientific literature. The NC3Rs' ARRIVE guidelines, for example, lay out criteria that should be met in reporting animal studies in order that their results and conclusions can be appropriately evaluated by readers. These criteria address a range of issues relating to transparency and validity of experimental design, the avoidance or minimisation of bias and the adequacy of statistical aspects of the study, including statistical power and appropriate statistical analysis.

In light of these initiatives UKRI has revised and updated its guidelines on what information needs to be provided to allow appropriate and thorough evaluation of the scientific strengths and weaknesses of proposals for funding involving animal use. In some cases, adherence to the principles defined in this section will require additional resources, for example, for animal identification such as 'microchipping', increased maintenance charges resulting from the randomisation procedure, or salary costs associated with obtaining statistical support. We recognise this and will support such costs where fully justified in the appropriate sections.

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

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

Experiments using animals must comply with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments. Institutions and grant holders are responsible for ensuring that all appropriate establishment, personal and project licences required under the Act have been granted by the Home Office, including gaining approval via their institution's local ethical review process. All awards are made on the absolute condition that no work that is controlled by the Act will begin until the necessary licences have been obtained.

In addition, fellows must ensure that they are following best practice in relation to animal husbandry and welfare. Where proposed work is not covered under an existing ASPA project license, fellows should make certain that their proposals are received by their local Animal Welfare and Ethical Review Body (AWERB), prior to submission and ensure that any ethical or welfare implications raised are addressed.

Replacement, reduction and refinement of animal experiments

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

Experiments using animals funded by UKRI must comply with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments in:

- Using the simplest possible, or least sentient, species of animal appropriate

- Ensuring that distress and pain are avoided wherever possible
- Employing an appropriate design and using the minimum number of animals consistent with ensuring that objectives of the proposal will be met.

Advice on opportunities and techniques for implementing these principles can be found on the [NC3Rs website](#). This includes the [Experimental Design Assistant \(EDA\)](#), a free online tool from the NC3Rs to help optimise experimental design and ensure that the number of animals used is consistent with the objectives of the proposal.

Proposals involving animal use

Researchers/innovators are strongly advised to read the following section carefully before preparing a proposal to ensure all the relevant information required is included in the appropriate sections of their application. Fellows must ensure their proposal clearly sets out and justifies the following:

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

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

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

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

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

British Antarctic Survey Logistic Support

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

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

NERC ship time and aircraft requests

Ship time and aircraft requests must be fully costed and entered as a Directly Incurred - Other cost in the Je-S submission. If awarded, these will be notional costs which will be removed prior to award and paid directly to the facilities by NERC.

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

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

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

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

| Cost to the proposal | Justification needed | Questions to consider in the justification |
|------------------------------|---|---|
| Salary Cost of fellow | While the salary of the fellow does not need to be justified it is helpful to explain why a particularly high salary or salary increase, may be necessary. | Is the salary appropriate to the sector/company and experience level of the fellow? Are the salary, and salary increases, attractive enough to retain the fellow? |
| Staff costs | Justify why a researcher/innovator, visiting researcher/innovator and/or technician is needed for the proposed work and why the proposed time input is appropriate. Justify the time that any Co-Is will spend on the grant. Note: Co-Is (full- or part-time) must not be costed for the whole duration of the project but for a limited period only. Any other staff costed on the project, for example, health and safety officer, should be justified. | Does the identified work warrant employing the staff requested? Why has the level of resource requested for staff been asked for? What work packages does the Co-I need to be involved with? What specific skills are they bringing that would otherwise not be present within the project? Where the post is to fulfil a legal requirement, then the post does not need to be justified. |
| Overheads | Overseas Host Organisations must justify. Estates and Indirect costs do not need to be justified for UK-based academic hosts. For non-academic-hosted-hosted applications, Overhead costs are a flat rate based on staff costs, and not need to be justified. | These costs must not be included for technicians, research support staff, or staff employed at Research Council funded units/institutes. |
| Materials costs | Fellows should describe what has been requested and why. | Justify the need for an item requested. Explain what the item will be needed for and also justify the cost. We expect that the Host Organisation will provide computers and laptops for the fellow and Co-I(s) and other research staff on continuing contracts. |
| Capital usage costs | Fellows should justify why the item is needed. | Fellows should note why can the item not be used or borrowed from elsewhere. |

| Cost to the proposal | Justification needed | Questions to consider in the justification |
|-------------------------------|--|---|
| Sub-contract costs | Fellows should explain why the work needs to be subcontracted. | Fellows should explain why the subcontractor selected is best placed to carry out this work (this is particularly important where the sub-contractor is not UK-based). |
| Travel and subsistence | Give a full breakdown of the costs in the Finance Form. For example, how many people are travelling, where they are going and why. | Fellows planning to visit people to discuss their research and/or innovation must explain why those are the right people to talk to and how they can contribute to meeting the proposal objectives. If fellows plan to attend conferences, they must comment on the advantages of conference attendance. Give an indication of the number planned attend during the fellowship and the type, e.g. national/international/general/subject-specific. |
| Other costs | <p>Give a description of what has been requested and why.</p> <p>Justify any resources requested to support the impact plan, e.g. staff time, travel and subsistence</p> <p>Consultancy fees.</p> <p>Detail costs of training and development activities of the fellow</p> <p>Detail costs of any research facilities which will be used which are not included as subcontractors.</p> | <p>Fellows should consider their training needs as part of the application. The costs for meeting these training needs should be included in the grant and fellows should ensure that stated training activities are undertaken. Where appropriate it is expected that fellows attend a suitable research/innovation leadership and management course and they should plan to attend this at an early stage of their fellowship.</p> <p>Mentoring is a key career development tool, in addition to the mentoring that should be provided by the Host Organisation, funds can be requested to support justified costs (such as travel and subsistence) associated with any external mentors a fellow may have arranged as part of their fellowship application. Mentors cannot receive a salary.</p> |

Annex G: Council Facilities and resources

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

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

Links to available facilities and resources by research council:

[BBSRC](#)

[EPSRC](#)

[ESRC](#)

[NERC](#)

[MRC](#)

[STFC](#)

[Innovate UK](#)