



# Future Leaders Fellowships

## Round 8 Guidance for Non-academic-hosted Applicants

June 2023

Version 2.2

### This guidance is for Fellows applying to be hosted in:

- Incorporated Businesses, Industries and Enterprises.
- Charitable organisations that are registered and incorporated.
- Catapults that are not registered as IROs with UKRI.
- Public bodies that are not registered as IROs with UKRI.
- UK Agri-tech Centres

### Version History

Version	Section	Change
1.1	Annex B	Reworded paragraph 3 for clarification
1.2	Section 6.1.6	Reworded paragraph on patent filing costs for clarification
1.3	Annex A	Clarification of fundamental research funding liability
2	Annex A	Added examples to section 6 to contextualise guidance
2.1	N/A	Fixed formatting errors
2.1	5.1.1	Clarified hyperlink use
2.2	5.2.1	Removed requirement to attach a cover letter if requesting more than £1.5 Million

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## 1 Introduction

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

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

The fellowship may be made up of a single programme of work, or through multiple consecutive/concurrent interlinked projects led by the fellow (provided this is of sufficient scale and ambition to maximise the potential and career prospects of the fellow). It is not possible to start the project 'at risk' prior to the formal start date of the fellowship, the work of the project must be new and must not commence prior to the start of the project (applicants must have their grant offer letter before spending can commence and this may be up to 6 months after the interview).

The person applying to become the fellow must meet the requirements in the scheme's individual eligibility and [person specification](#).

UKRI can provide grant funding to cover all aspects of the proposed programme of work up to, but not including commercialisation costs. Most non-academic awards are subject to the UK Subsidy Control regime. In a limited number of circumstances, non-academic awards may be subject to EU State Aid regulations. See [Annex A](#) for full details. Fellowships are 4 years long with an option to apply for a further 3 years of funding. Fellowships can be undertaken on a part time basis; further details are in the following sections of this guidance.

Full details of the application process can be found on the scheme webpages. non-academic applicants do not need to complete the IRO application form to apply but will need to set up a Je-S account (sufficient time should be allowed to do this).

Please read and refer to this guidance prior to and whilst writing your application, if you have any outstanding queries, we encourage you to contact the UKRI Future Leaders Fellowships team on [fellows@ukri.org](mailto:fellows@ukri.org).

## 2 Planning your application

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

### 2.1 COVID-19

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

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

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

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

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

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

## 2.2 Project eligibility

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

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

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

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

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

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

## 2.3 Length of fellowship

The FLF follows a 4(+3) model:

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

## 2.4 Time commitment

FLF awards allow fellows time to concentrate fully on their research and/or innovation, training and development. In most cases a fellow is expected to spend 100% of their working time on their fellowship (which includes all activities associated with the fellowship). However, if a fellow's career will benefit from taking on non-fellowship activities, such as working on ongoing external contracts, Innovate UK grants, or business as usual activities, non-academic-hosted fellows may hold the fellowship on a 'Reduced Hours' basis, where up to 40% of a fellow's time is spent on other work commitments. This should only be requested where these commitments are demonstrably crucial to the career of the applicant. Costs arising from any working-time the applicant spends on other commitments (including salary) may not be claimed as part of the FLF.

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

Non-academic-hosted fellows undertaking a Reduced Hours Fellowship may also hold the fellowship as a job share. Please see [Annex C](#) for further information.

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

## 2.5 Part-time working

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

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

## 2.6 Host organisation eligibility

Organisations eligible to host a Future Leaders Fellowship include:

- Any UK-based organisation currently registered as eligible to apply for funding from the Research Councils. Details of eligibility and a list of recognised Institutes and Independent Research Organisations can be found on the [UKRI website](#). Applicants applying with an academic organisation, IRO or IRO-registered Catapult as their host, should refer to the 'Academic-Hosted' version of this guidance instead.
- Registered businesses who have a UK postcode and bank account are eligible to apply to the FLF programme. UKRI expect any benefit derived from the work undertaken on the fellowship to be realised in the UK. If such benefit is not evident in the proposal UKRI may seek further information and assurances before allowing a proposal to proceed. For fellowships hosted by businesses, the % funding awarded will be in line with the UK Subsidy Control legislation. Refer to [Annex A](#) for more information.
- Catapult organisations and UK Agri-tech centres are also eligible to apply. Fellowships in these contexts will be expected to comprise a programme or portfolio of research or innovation above and beyond the normal research/innovation activity of the Organisation, for example, entering a new sector, developing a new technology or taking the business in a new direction. Host organisations should provide an innovation and/or research environment of international standing.

- Registered charitable organisations are eligible as long as they are also incorporated either through Companies House registration or through the charities commission as a Charitable Incorporated Organisation (CIO). Community Interest Companies (CIC) are also eligible. Excepted charities will not be eligible to apply nor will exempt charities unless they are eligible under another route. If the host organisation is also an IRO then the application should be made using the academic guidance instead. Fellowships hosted by charities, may need to be funded in line with the UK Subsidy Control legislation if the work of the fellowship may be commercial. Refer to [Annex A](#) for more information.
- Public bodies are eligible but there may be certain costs that cannot be funded to avoid double counting of public funds. Refer to [Annex B](#) for more information. If the work of the fellowship or a proportion if it is commercial, it may also be subject to UK Subsidy Control legislation, refer to [Annex A](#) for more information.
- Host Organisations are encouraged to use the scheme to bring outstanding individuals to the UK from abroad where appropriate.

## 2.7 Responsibilities of the host organisation

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

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

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



## 2.8 Financial commitment of host organisations

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

Host Organisation	Commitment to Fellowship from Host Organisation
<b>Non-IRO registered Catapults and UK Agri-tech centres</b>	Fellow salary costs may not be an eligible cost, see <a href="#">Annex B</a> for more information on double counting. If fellow salary costs are eligible, in accordance with Annex B, then a tapered salary commitment from year 3 will apply. Subsidy control rules, Annex A, will not apply to Non-IRO registered Catapults and UK Agri-tech centres.
<b>Businesses, Enterprises and Charitable organisations that are incorporated</b>	See <a href="#">Annex A</a> for intervention rates dependent on the size of the business and the nature the of research and/or innovation. Charities that believe that their work will not affect a market (not be commercial) will need to declare this in a Cover letter. If no declaration is made intervention rates in <a href="#">Annex A</a> will be deemed to apply.
<b>Public bodies</b>	Fellow salary costs may not be an eligible cost, see <a href="#">Annex B</a> for more information on double counting. If fellow salary costs are eligible, in accordance with <a href="#">Annex B</a> , then a tapered salary commitment from year 3 will apply. Subsidy control rules, <a href="#">Annex A</a> , may apply to public bodies.

## 2.9 Responsibilities of the fellow

If successful in securing an FLF award, the [fEC Grant Terms and Conditions](#) will apply.

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

## 2.10 Multiple submissions

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

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

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

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

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

## 2.11 Resubmission policy

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

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

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

## 2.12 Post award amendments

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

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

#### 2.12.1 Fellowship portability

Changes to the Host Organisation are permitted where a fellow can clearly demonstrate personal or professional reasons for requiring this change. The grant may be transferred to another eligible organisation, providing that it can provide a suitable environment to enable the fellowship to be successfully completed; this will be subject to prior written approval of UKRI. Written agreement is required from both the relinquishing and receiving organisations, and revised proposal information and additional peer review input will be required.

In exceptional circumstances, where a fellow is unable to or does not wish to continue a fellowship, UKRI reserve the right to maintain funding to complete the programme of research and/or innovation in the original Host Organisation. This option is only available where all reasonable efforts have 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](mailto:FLFpostaward@ukri.org).

## 3 Applicant information

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

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

### 3.1 Applicant eligibility

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

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

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

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

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

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

Further information can be found at:

- [Annex C](#) - Job-Share Guidance
- [Annex E](#) - Career breaks and flexible working

### 3.2 Overseas applicants

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

Immigration costs can be included under staff costs, or other costs on the finance form. These should not be funded through overheads.

Non-academic hosted fellows may apply via the Global Talent Visa route (GTV), however this cannot be used for members of the fellows team. A review is underway of the GTV route and this may change in future.

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](mailto:fellowtier1info@funding.ukri.org) for further details.

### 3.3 Co-Investigators

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

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

### 3.4 Visiting researchers

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

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

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

### 3.5 Collaborations

#### 3.5.1 Project Partner

A Project Partner is defined as a third-party person or organisation who is not employed on the grant but provides specific contributions either in cash or in kind, to the project. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved; however, any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation.

As a rule, Project Partners are expected to provide contributions to the delivery of the project and should not therefore be seeking to claim funds from UKRI. However, where there are specific circumstances where Project Partners do require funding for minor costs such as travel and subsistence, any applicable Subsidy Control regulation and HMRC guidance should be taken into account. These costs should be outlined and fully justified in the proposal and will be subject to peer review. The financial value of the contribution, whether actual or in kind, must be included on the Je-S form. Please note that this figure can be an estimate.

UKRI Head Office staff acting in their capacity as a UKRI employee are not eligible to be Project Partners. Organisations that are applicants on the project, including any named applicants' organisations, cannot also be a Project Partner.

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

### 3.5.2 Subcontractor

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

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

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

Letters of support are not permitted for Subcontractors. Any unauthorised additional letters of support will be returned to be removed.

### 3.5.3 Collaborator

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

Letters of support are not permitted for Collaborators. Any unauthorised additional letters of support will be returned to be removed.

### 3.5.4 Dual roles

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

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

### 3.5.5 Project Partner/subcontractor entitlement to project outputs and intellectual property

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

## 4 How to apply

### 4.1 Using the Je-S system

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

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

Please leave enough time for your proposal to pass through your organisation's Je-S submission route before the deadline date along with any internal application processes your organisation may have in place. If you need to create yourself a Je-S account prior to submission, please allow at least five working days for this process. Applicants should ensure sufficient time to [create Je-S accounts](#) for any Co-Investigators, and for the Co-Investigators' accounts to be verified by the Organisation.

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

Information about navigating the Je-S system, including how to register organisations, and how to create Je-S accounts, can be found in the [Je-S handbook](#). If you experience difficulties using Je-S or have questions regarding its use, please contact the helpdesk at [JeSHelp@je-s.ukri.org](mailto:JeSHelp@je-s.ukri.org) or telephone +44 (0) 1793 44 4164.

### 4.2 Equality and Diversity

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

We use the personal data you give us to:

- Inform analysis to investigate if applicants to the scheme who share a protected characteristic:
  - a. suffer a disadvantage linked to that characteristic,
  - b. have different needs to other groups, or
  - c. have a disproportionately low level of participation.

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

We publish aggregated and anonymised data as part of our commitment to transparency and supporting access and inclusion.



### 4.3 Creating the outline proposal

The requirement for an outline proposal has been removed for Round 8. There is no need to submit an outline proposal, applicants just need to submit a full application.

### 4.4 Creating the proposal

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

Creating the Je-S Proposal form:

- From the applicant's Je-S account home page, select 'Documents' from the left-hand menu list, then select 'New Document' from the functions section near the top of the page
- Select Council: MRC (MRC are hosting the FLF proposals on behalf of UKRI)
- Select Document Type: Fellowship Proposal
- Select Scheme: UKRI Future Leaders Fellowships
- Select Call: UKRI Future Leaders Fellowships Non-Academics July 2023
- Select 'Create Document'

### 4.5 The proposal form

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

Heading	Information required
Project details	<p>Details of the Host Organisation, the project title, start date and duration must be entered in this section. The project title is limited to 150 characters (including spaces) and must reflect the aim of the project.</p> <p>The start date of the award should be realistic and will normally be around 4 to 6 months after the date of the interview meetings. The dates of planned interview panel meetings, and mandatory latest start dates are available on the funding page for that round.</p>
Applicant details	Details of the applicant and any Co-Is.
Objectives	The objectives section should summarise the project's main aims and objectives over the total expected period of the award i.e., the four or seven years, or as detailed in the <a href="#">Case for Support</a> . The Objectives section is limited to 4000 characters (including spaces).
Summary	<p>Provide a 'plain English' summary of the research and/or innovation proposed, in language that could be understood by a non-specialist audience. It should explain the context of the research and/or innovation, its aims and objectives, and its potential applications and benefits. This section is limited to 4000 characters (including spaces).</p> <p>This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.</p>

Beneficiaries	<p>Summarise how the proposed fellowship’s research and/or innovation outcomes will contribute to knowledge, both within the UK and globally. This should include how the research and/or innovation will benefit others in the field and/or sector, identify beneficiaries in other disciplines and outline how the results of the proposed research and/or innovation will be disseminated to these beneficiaries.</p> <p>Beneficiaries from business, public sector, academia, third sector and beyond should be included as appropriate. The section is limited to 4000 characters (including spaces).</p>
UKRI / Innovate UK Relevance	<p>Applicants should enter a brief description of their research topic, including the themes and strategic areas which describe the areas of proposed research/innovation that will be explored. Applicants should detail which funding organisation(s) they believe the remit of their proposal best aligns with: AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC and/or Innovate UK. This will assist UKRI to identify reviewers for the proposal. For individual council and Innovate UK information please see: <a href="https://www.ukri.org/councils/">https://www.ukri.org/councils/</a></p>
Other Support	<p>Any public grant funding received in the last three years or which will overlap with the lifetime of the fellowship award.</p>
Related Proposals	<p>Applicants who have previously submitted an application to the FLF scheme should provide details of the previous submission in this section, selecting ‘Resubmission’ from the drop-down list. In these cases, a brief (&lt;100 characters, including spaces) reason for submitting a further proposal to the scheme should be included. A more detailed description of the amendments made to the previous submission must be included in the Cover Letter. Refer to the <a href="#">Resubmission policy</a> for eligibility considerations.</p>
Resources	<p>Please refer to the overview of costing section at 6.1.</p> <p>Provide the total UKRI contribution in ‘Other Directly Incurred Costs’ section, ticking the ‘exceptions’ box.</p>
Classifications	<p>The classification sub-sections must be completed to indicate whether the project will involve:</p> <ul style="list-style-type: none"> <li>• Human biological samples</li> <li>• Stem cells</li> <li>• Beneficiary countries</li> </ul> <p>Keywords - Applicants are required to detail below the keywords that best describe the areas of proposed research/ innovation that will be explored.</p>
Ethical information	<p>Provide details of any ethical considerations required to undertake the research. This includes human participation, animal research, animal species, genetic and biological risk, implications, and ethical committee approvals required.</p> <p>If applicable, within the ‘Animal Research’ section, applicants must detail any procedures categorised as moderate or severe (in accordance with the maximum prospective severity rating in the Home Office licence under which</p>

	<p>the work will be carried out) in order that the assessment of the proposal can balance the importance of the potential scientific advancement to the welfare of the animals.</p> <p>If applicable, within the 'Animal Species' section, scientific reasons for the use of animals and an explanation of why there are no realistic alternatives must be given, with an explanation of how the choice of species complies with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments (see <a href="#">Annex E</a> in this document).</p>
Nominated Reviewers	<p>Nominated reviewers assist UKRI greatly in our peer review processes. All applicants should nominate up to three reviewers.</p> <p>When selecting reviewers to nominate, please note that:</p> <ul style="list-style-type: none"> <li>• Nominated reviewers must be experts in the research and/or innovation field and/or be able to provide an expert view on the value and benefits of the proposal.</li> <li>• Applicants must <b>not</b> provide reviewers from their own Organisation, or from current or proposed Project Partners or Collaborations, or where any possible conflict of interest may arise.</li> <li>• International reviewers can be included.</li> <li>• Please note we may decide not to approach any of the nominated reviewers.</li> <li>• Nominated reviewers are added by searching on the appropriate screen in Je-S and then selecting the correct result. If a nominated reviewer cannot be found, then applicants should select 'Add New Person'.</li> </ul> <p>Please note: UKRI will consider possible conflicts of interest when selecting experts to review a proposal. All reviewers sign up to the Je-S Reviewer Protocols before being given access to any grant proposals in Je-S. Reviewers are also asked to identify any possible conflicts of interest before they begin reviewing a proposal and to decline to review a proposal if they feel that they are unable to provide an unbiased and evidence-based review. UKRI will treat any such disclosures appropriately and fairly. For more information on what would be considered a conflict of interest, please refer to Annex B of the <a href="#">FLF Reviewers Guidance</a>.</p>

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

## 5 Attachments

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

- All attachments to be completed in 11-point Arial typeface and must adhere to the page-length limits detailed below.
- Attachments should be uploaded as PDFs to avoid conversion issues from other file formats.
- Attachments should be clearly named to describe their contents for example, Letter of Support – Human Tissue, Project Partner Letter of Support – (*Project Partner name*)

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

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

Mandatory attachments	Je-S attachment type	Template provided?	Page limit
<b>Case for Support</b>	Case for Support	No	Eight sides A4
<b>CV and Outputs List</b>	CV	Yes	Three sides A4
<b>Data Management Plan</b>	Data Management Plan	Yes	Three sides A4
<b>Organisational Supporting Statement</b>	Letter of Support	No	N/A
<b>Justification of Resources</b>	Justification of Resources	No	Two sides A4
<b>Workplan</b>	Work Plan	No	One side A4
<b>Finance Form(s) for Business Fellows or Finance Form for non-IRO catapults, UK Agri-tech Centres and Public Bodies</b>	Letter of Support	Yes	N/A
<b>Statement on trade between Northern Ireland and the European Union</b>	Letter of Support	No	With brevity

In addition, each application may require additional mandatory attachments dependant on certain conditions. Please check conditions column below before submitting to ensure required attachments are not missing where relevant to your application.

<b>Conditional mandatory attachments</b>	<b>Conditions in which required</b>	<b>Je-S attachment type</b>	<b>Template provided?</b>	<b>Page limit</b>
Cover Letter	Required in <a href="#">numerous circumstances</a>	Cover letter	No	Two sides A4
Project Partner letter of support	If Project Partners are included	Letter of Support	No	Two sides A4
Support for NHS Costs (SoECAT)	<p>If:</p> <ul style="list-style-type: none"> <li>The proposed study is intended for the NIHR CRN portfolio, the route through which support and Excess Treatment Costs (ETCs) are provided in England.</li> <li>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.</li> <li>The research will use NHS resources.</li> </ul> <p>A SoECAT must be completed even if applicants believe that their clinical research will not involve excess treatment costs.</p>	Letter of Support	Yes	N/A
Signed Animal Usage Declaration	If application involves use of animals overseas	Letter of Support	Yes	Two sides A4
Use of Rodents Overseas Form	If application involves use of rodents overseas	Letter of Support	Yes	Two sides A4
Facility 'Form'	If proposing to use national Research Council facilities.	Facility Form	No – though individual facilities may have specific forms	Two sides A4
Technical Assessment or equivalent form	If proposing to use some national Research Council facilities, for example, HPC.	Technical assessment	No – though individual facilities may have specific forms.	N/A
British Antarctic Survey Logistic Support	If proposing to use British Antarctic Survey Logistic Support. See Annex <a href="#">G</a>	Technical assessment	Online application	N/A
NERC ship time and aircraft requests	If proposing to use NERC ship time and aircraft. See Annex <a href="#">G</a>	Technical assessment	Online application	N/A

## 5.1 Mandatory attachments

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

### 5.1.1 Case for support

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

#### **Research and Innovation Excellence:**

- The aims and objectives, methodological approaches and appropriateness and rigour of the approach to be used.
- Why the research and/or innovation will be competitive in its field and how it will be transformative for the organisation or sector.
- Highlight plans which are particularly novel or unique, and feasibility. 'Novelty' may include novel application of an existing technology or a methodology for a new purpose or sector, beyond what is currently accepted as the state-of-the-art.
- How new techniques or particularly difficult or risky studies will be tackled, and outline alternative approaches should these fail, i.e. consider objectively the feasibility of the approaches proposed.
- Identify where access to facilities or resources will be required and their benefit to the project.
- Where multiple projects are proposed, demonstrate how they are linked and can deliver research and/or innovation excellence as a portfolio of projects.
- If applicable, describe all human studies and animal experiments. See [Annex F](#) for further guidance of the information that must be provided if the proposal involves animal use.

#### **Applicant and Development:**

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

### **Impact and Strategic Relevance:**

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

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

### **Research and Innovation Environment:**

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

Applicants should also include information on:

### **Career Intentions:**

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

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

**Collaborations:** Use the case for support to outline any collaborations (for example, subcontractors), and their involvement in the project.

**Intellectual property:** All participants in the scheme and their Host Organisations are required to give due regard to the appropriate protection of any IP arising from the project and to describe effective routes to exploitation which have the potential to achieve maximum benefit for the UK economy and wider society.

**Key references:** Key references must be included within the Case for Support page limit. Reviewers and panel members at any stage of the process are asked not to follow any external links or read any additional papers highlighted within the application. Applicants should not include hyperlinks in any of the submitted documents.

### 5.1.2 CV and outputs List

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

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

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

### 5.1.3 Data management plan

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

We recognise publicly funded research data as valuable, long-term resources that, where practical, must be made available for secondary research. Applicants must ensure that research data arising from UKRI-funded research is to be made available to the research community in a timely and responsible manner unless there are exceptional reasons why this cannot happen.

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

#### **Level of risk**

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

#### **Cost of data sharing and preparing data for archiving**

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

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

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



#### 5.1.4 Organisational supporting statement

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

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

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

The statement must summarise:

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

Under certain circumstances defined below the statement must also summarise:

- If the host organisation is a charity and you are declaring that there will be no commercial gain from the FLF work this must be clearly stated in the letter. If you cannot in good faith make this statement or fail to do so your award will be deemed to be subject to UK subsidy control legislation, see [Annex A](#) for further information.
- If the host organisation is a public body, you must make a declaration regarding 'double counting' please see [Annex B](#) for further information.

Please contact [fellows@ukri.org](mailto:fellows@ukri.org) if you have any questions or concerns about the two points above.

#### 5.1.5 Justification of resources

The Justification of Resources (JoR) is to aid reviewers when assessing proposals so that they can make an informed judgement on whether the resources requested are appropriate for the research proposed and demonstrates value for money. All items requested in the proposal need to be justified in the JoR. Items not appropriately justified may not be funded and will be removed by UKRI prior to awards being made.

**UKRI guidance on writing a Justification of Resources is available in the [Je-S helptext](#).**

We recommend that applicants match the costs to the proposal headings. For further guidance on writing a Justification of Resources based on the finance form, please see [Annex H](#).

#### 5.1.6 Work plan

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

### 5.1.7 Finance form for business applicants / finance form for non-IRO Catapults, UK Agri-tech centres and Public Bodies

Costings must not be included in the Je-S form. All Je-S costs should be indicated as zero and instead the 'Finance Form for Business applicants' template should be completed. The template should be saved as a PDF document, ensuring that all pages have been saved. In some circumstances you may need to provide more than one finance form, these are:

- Where part of the work you are undertaking on your fellowship is a feasibility study.
- Where you have a Co-investigator, and they are employed by a different organisation than yours.

Further information can be found in [Annex A](#) section 4.

### 5.1.8 Statement on trade between Northern Ireland and the European Union

Article 10 of the Northern Ireland Protocol requires us to apply state aid in respect of measures which affect trade between Northern Ireland and the EU. UKRI therefore needs to determine whether your fellowship activities will affect trade between the EU and Northern Ireland. It is essential for UKRI to determine which funding framework your fellowship falls under so that we can notify the appropriate bodies. To this end we require you to answer the following question on headed note paper, dated and signed by a senior business partner.

- *Will the project, including any related activities you want UKRI to fund, affect trade between Northern Ireland and the EU?*

The subsidy framework under which you are funded should have little or no effect on the funding you receive but if you are likely to answer yes to the question and wish to discuss this, please contact us.

## 5.2 Additional attachments

The following attachments may be required under certain conditions.

### 5.2.1 Proposal cover letter

A Cover Letter must be included if:

- The applicant has submitted a previous application to the scheme.
- The proposal is intended to be held on a job-share basis. The application is likely to fall within Subsidy Control regulations. Where this is the case, please include justification of the percentage funding levels applied for.

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

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

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

### 5.2.2 Project partner letter of support

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

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

All project partners must be listed in Je-S.

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

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

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

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

### 5.2.3 Support for NHS costs (SoECAT)

Researchers applying for research grants involving human participants will need to complete a Schedule of Events Cost Attribution Template (SoECAT) to be eligible for the National Institute for Health and Care Research (NIHR) portfolio and the support it provides. Further details of when a SoECAT form is needed, and how to complete one, are provided in [Annex H](#).

#### 5.2.4 Signed animal usage declaration

If your project involves the use of animals overseas you must submit a signed statement that:

- they will adhere to all relevant national and local regulatory systems in the UK and overseas
- they will follow the guidelines laid out in the NC3Rs '[Responsibility in the use of animals in bioscience research](#)' document and ensure that work is carried out to UK standards
- details on where the animal research will take place (UK or overseas) and through which funder the resources are being sought.
- before initiation of the proposed research work, appropriate approvals from Institutional and/or central animal ethics committees will be obtained for experimental protocols to be adopted in their projects. Successful proposals may be expected to provide copies of these permissions before funding is released.

#### 5.2.5 Additional questions on the use of animals form

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

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

#### 5.2.6 Facility form

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

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

See [Annex J](#) for more information about available facilities and resources.

### 5.2.7 Technical assessment

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

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

Please see [Annex J](#) for links to individual UKRI councils' websites for information on the relevant contact details for different facilities.

## 6 Resources

### 6.1 Overview of costing

#### **Finance Form for Business Applicants and Finance Form for non-IRO Catapults and UK Agri-tech Centres**

- This template should be completed with all costs in line with [UKRI guidance for non-academic applications](#).
- Individual costings should not be included in the Je-S form. The total UKRI contribution requested for the proposal should be added to the 'Other Directly Incurred Costs', ticking the exceptions heading in Je-S. All other sections 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 subsidies from the UK government for UKRI confirm the award.
- If the work of the fellowship could affect trade between Northern Ireland and the EU you must let us know at the point of application.
- UKRI has made every effort to ensure the Subsidy Control information published in [Annex A](#) is up-to-date and accurate, but this information is not to be taken as legal or professional advice, and UKRI cannot accept any liability for actions arising from the use of our guidance.
- All non-academic-hosted applicants should seek appropriate legal advice.

#### **Financial and due diligence checks**

- Once a non-academic-hosted applicant has been notified of their success the application and host will be subject to viability and eligibility checks to ensure they are suitable for public funding.
- UKRI is unable to award funding to organisations that we consider to be in financial difficulty.
- Any costs deemed by UKRI as ineligible will not be funded.

#### **Instrument Development**

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

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

### 6.1.1 Staff Salary costs

The total salary costs 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.

### 6.1.2 Tapered salary costs for non-IRO Catapults, Agri-tech centres and Public Bodies **only**

To demonstrate their support, a non-IRO Catapult, UK Agri-tech centre or Public Bodies that are not IROs host organisation is required to commit to funding an increasing percentage of the applicant's salary. Hosts should input all costs associated with the fellowship into the 'Finance Form for non-IRO Catapult and UK Agri-tech centre Applicants', which has been modified for this scheme.

All Je-S costs must be indicated as zero.

The total cost of the fellow's salary on the grant must be for the first four years of the fellowship and take into consideration the tapered salary from year three, as detailed below. The total cost input should equate to 5,775 hours, pro-rated for part-time applicants.

Applicants from Catapults, UK Agri-tech centres and Public Body Host Organisations may undertake a Reduced Hours Fellowship.

	Total salary request from award	UKRI contribution	Non-IRO Catapult/UK Agri-tech centre Host Organisation's contribution
<b>Year 1</b>	100%	100%	0%
<b>Year 2</b>	100%	100%	0%
<b>Year 3</b>	75%	75%	25%
<b>Year 4</b>	75%	75%	25%
<b>Review point (Below figures <i>not</i> captured within application)</b>			
<b>Year 5</b>	50%	50%	50%
<b>Year 6</b>	50%	50%	50%
<b>Year 7</b>	25%	25%	75%

- **Years 1 and 2:** The fellow can request the full cost of their salary from the award. This will be awarded at 100% of direct costs so the UKRI contribution will be 100% overall.
- **Years 3 and 4:** The fellow can request 75% of the full cost of their salary from the award. This will be awarded at 100% of direct costs so the UKRI contribution will be 75% overall.

### 6.1.3 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 example, an enterprise has a capital item with an original purchase price of £305,000. Their accounting policy states the cost would be depreciated over four years. This item is to be used on the project for 15 months for 15% of the time only. The calculation for the direct project-related costs of this item would be:

£305,000 divided by 48 months equals £6,354. Therefore, the cost to the project should be £6,354 multiplied by 15 project months. Applying 15% utilisation would equal £14,296.

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.

If the host organisation is an SME and other circumstances are met you may be eligible to claim a larger part of equipment cost, further information regarding this can be found in [Annex A](#) section 4.8.

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.

### 6.1.4 Animals

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

### 6.1.5 Overheads

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



#### 6.1.6 Other

- Patent filing costs for new intellectual property (IP) generated by the fellowship can be applied for if the Host Organisation is an SME, up to a limit of £7,500. If the application has a Co-I hosted at a different SME they may also claim up to £7,500 patent filing costs. These costs should not include legal costs relating to the filing of trademark related expenditure as these are considered to be marketing/exploitation costs and are therefore ineligible.
- Regulatory compliance costs are eligible if necessary, to carry out the programme of research/innovation in the fellowship.
- Non-academic-hosted applicants may request funds associated with publication costs.
- Any indexation should be included at the point of submission.

## Annex A - Subsidy Control & State Aid – funding for non-academic organisations

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

### 1 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.

Round 8 of 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.

### 2 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.

### 3 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.

#### 3.0 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.

#### 3.1 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.

## 4 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.

### 4.0 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:

<b>Enterprise size</b>	<b>Fundamental Research *</b>	<b>Feasibility Studies</b>	<b>Industrial Research</b>	<b>Experimental Development</b>
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.

#### 4.1 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.

#### 4.2 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.

#### 4.3 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.

#### 4.4 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.

#### 4.5 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.

#### 4.6 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.

## 4.7 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.

## 5 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.

## 6 Examples

The finance form(s) will make these calculations for you when you enter your project costs into them, you will not need to perform them manually. The examples below are provided to contextualise the guidance provided in this Annex. They are not designed to cover every possibility or circumstance. If you have questions or concerns relating to any aspect of the application process, but particularly the understanding of calculating your subsidy rate, contact our team using [fellows@ukri.org](mailto:fellows@ukri.org).

### 6.1 Example 1, Mixed activity type fellowship with an element of fundamental research

A fellow hosted at a large company is undertaking a programme of research which they have costed at £3m. They have estimated that the project time and resource will be allocated to 20% fundamental research and 80% industrial research.

Under RIDISR fundamental research is deemed to be low risk and not a subsidy, it is therefore not possible to issue a subsidy for fundamental research. If UKRI is satisfied that there will be no exportation and market effect from the fundamental research element it will award the fundamental research element of the FLF as a non-subsidy grant. In this case the non-subsidy element would be 20% of £3m, £600k. The remaining 80% would be funded as a subsidy, the subsidy rate for a large company undertaking industrial research is 50% so the subsidy would be 50% of £2.4m, £1.2m. The total award amount would be £1.8m if UKRI was happy that the risk of funding the proposed fundamental research as a non-subsidy was acceptable.

The final decision on whether to accept the risk of making non-subsidy awards to enterprises sits with UKRI. In the example above if UKRI were not happy with the risk the fundamental research element would be funded as industrial research resulting in a total subsidy of £1.5m.

### 6.2 Example 2, Mixed activity type fellowship with a feasibility study

A fellow hosted at a medium sized enterprise is undertaking a programme of research which they have costed at £3m. Of this £3m, £300k is for a feasibility study which has been costed on a separate finance form as 100% feasibility study. The remaining work on the project is estimated to be 70% industrial research and 30% experimental development and is recorded on the primary finance form.

The work is a feasibility study is calculated separately based on the costs in the feasibility study finance form. The feasibility study subsidy rate for a medium sized enterprise is 60% so the subsidy is £180k. The other elements of the project are calculated proportionally. £1.89m of funds are requested for industrial research (70% of the £2.7m project cost), and £810k are requested for experimental development (30% of the £2.7m project cost). For a medium enterprise the subsidy rate for industrial research is 60% so the host will receive 60% of £2.7m for this element of the fellowship, £1.62m. The medium size enterprise rate for experimental development is 35% so the host will receive 35% of £810k for this element of the fellowship, £283.5k. Therefore, the total subsidy issued for the fellowship will be £2,083,500, £180k of which is for the feasibility study and £1,903,500 is for the other fellowship activities.

Although the fellow will receive only one award two subsidies must be recorded for this fellowship, it is therefore important that the costs for the feasibility study element of the project are separated.



### 6.3 Example 3, Mixed activity type fellowship with a Co-I

A fellow hosted at a small enterprise is undertaking a programme of research which they have costed at £5m. Of this £5m £500k will support a Co-I at a large enterprise, this Co-I will work with the fellow for part of the fellowship. The fellow has calculated that their fellowship will be 70% industrial research and 30% experimental development. The Co-I will require a separate finance form to be completed and their involvement in the project has been worked out to be 10% industrial research and 90% experimental development as this is where their expertise will be focused.

The Co-I costs consist of £50,000 related to industrial research (10% of £500k) and £450k of experimental development related costs (90% of £500k). The Co-I is based at a large company so the subsidy rate for industrial research is 50% and for experimental development it is 25%. The subsidy total for the Co-I's element of the FLF award is therefore, 50% of £50,000 plus 25% of £450k, giving a value of £137,500 for the subsidy to the Co-I's organisation. The fellow host organisation subsidy is worked out in the same way. Of the £4.5m 70%, £3.15m, is allocated to industrial research and the remaining 30%, £1.35m, is allocated to experimental development. The host organisation is a small enterprise, so the subsidy ratios are 70% for industrial research and 45% for experimental design, this results in subsidy components of £2,205,000 and £607,500 retrospectively. The total subsidy for the host organisation is therefore £2,812,500.

Two subsidies are made here, one to each organisation. The subsidy to the host is very close to the upper subsidy limit of £3m which cannot be exceeded. Subsequent applications for funding to continue the work subsidised over the course of the fellowship may be subject to the £3m limit.

### 6.4 Example 4, An industrial research fellowship with capitalizable equipment

A fellow hosted at a micro enterprise is proposing a fellowship of 100% industrial research costing £3m, £500k of which is for new equipment which is capitalizable equipment under the capitalisation policy of the enterprise. 50% of the equipment time is dedicated to the project, the rest of the equipment time will be used commercially to generate revenue for the enterprise.

The claimable cost for the capitalizable equipment is first calculated the policy of the business is that the spectrometer has a useful life of 7 years, giving a per year value is thus £71,428.57. The FLF is 4 years long so the maximum claimable amount would be £285,714.29. However as only 50% of the usage of the equipment is allocated to the project only 50% of the maximum claimable amount can be sought, £142,857.14. The £2.5m costs for industrial research are funded at a subsidy ratio of 70% for a micro enterprise as are the eligible equipment costs. The total subsidy amount is therefore 70% of £2,642,857.14 which is £1,850,000.

As the company above is an SME it would be eligible for the full value of the equipment at the relevant proportional subsidy rates only if UKRI were satisfied that 100% of the equipment time over its whole life (7 years in the example above) would be used only for R, D and I purposes.

## Annex B – Avoiding double counting in FLF hosted at public bodies

Central government and its agencies have a duty to ensure the highest standards of spending efficiency and due diligence. To this end, when funding FLF activity in public bodies, where employees are already paid by the state (and therefore the taxpayer), UKRI must take extra steps to ensure that we are not paying for work that would (or is) already being paid for by the state. Where something is accounted for (paid for) twice that is double counting.

An FLF award is required to be a new undertaking of work/activity that has not started prior to the agreement of an award and would not happen without the award.

Furthermore, in the case of a public body, the salary of the proposed Fellow (applicant) must be for new work that will be undertaken because of the award. If the applicant would or could be reasonably expected to undertake the work proposed in the fellowship as their day-to-day job, then claiming for the salary of the Fellow would constitute double counting.

It is the responsibility of the host organisation (public body) to assess the risk of double counting and assure UKRI that there will be none if the award is funded with the financial requests made as requested.

To this end, public bodies will be required to make a statement regarding double-counting and the claiming of Fellow salary costs in the Organisational Supporting Statement, a mandatory attachment written by a senior representative of the charity.

## Annex C – Applying for a fellowship on job-share basis

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

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

Reasons include, but are not limited to:

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

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

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

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

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

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

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

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

### **How do we apply as a job-share fellowship?**

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

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

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

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

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

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

## Annex D – Person specification

### **FLF applicants should:**

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

### **Experience and potential:**

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

### **Personal development:**

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

- Annex E – Career breaks and flexible working

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

### **Definitions**

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

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

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

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

### **Guidance for review panels**

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

The following areas may be affected <sup>1</sup>

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

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<sup>1</sup> Lists are not exhaustive

## **Guidance for applicants**

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

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

## Annex F – Proposals involving animal use

### Use of animals

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

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

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

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

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

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

### Replacement, reduction and refinement of animal experiments

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



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

- Using the simplest possible, or least sentient, species of animal appropriate
- Ensuring that distress and pain are avoided wherever possible
- Employing an appropriate design and using the minimum number of animals consistent with ensuring that objectives of the proposal will be met.

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

### Proposals involving animal use

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

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

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

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

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

## Annex G – NERC British Antarctic Survey ship time and aircraft requests

### **British Antarctic Survey Logistic Support**

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

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

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

### **NERC ship time and aircraft requests**

Ship time and aircraft requests must be fully costed and entered as a Directly Incurred - Other cost in the Je-S submission. Please be aware that the costing process can take over 2 months, so any requests will need to be submitted as early as possible. If awarded, these will be notional costs which will be removed prior to award and paid directly to the facilities by NERC.

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

Queries about ship time and aircraft requests should be directed to: [fellowships@nerc.ukri.org](mailto:fellowships@nerc.ukri.org).

For further information, including details on timings, please refer to [How to apply for marine facilities – UKRI](#)

## Annex H – Justification of resources guidance

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

Cost to the proposal	Justification needed	Questions to consider in the justification
<b>Salary Cost of Applicant</b>	While the salary of the applicant does not need to be justified it is helpful to explain why a particularly high salary or salary increase, may be necessary.	Is the salary appropriate to the sector/company and experience level of the applicant?  Are the salary, and salary increases, attractive enough to retain the applicant?
<b>Staff costs</b>	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.
<b>Overheads</b>	Overseas Host Organisations must justify all costs. Overhead costs are a flat rate based on staff costs, and do not need to be justified.	These costs must not be included for technicians, research support staff, or staff employed at Research Council funded units/institutes.
<b>Materials costs</b>	Applicants should describe what has been requested and why.	Justify the need for an item requested. Explain what the item will be needed for and also justify the cost.  We expect that the Host Organisation will provide computers and laptops for the applicant and Co-I(s) and other research staff on continuing contracts. Costs for these may be claimed for new staff who are recruited specifically for the project, or where a higher specification is required for the completion of specific grant related activities such as data modelling, enhanced graphics etc.

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

## Annex I – SoECAT Form

### Who needs to complete a SoECAT?

A SoECAT (Schedule of Events Cost Attribution Tool) form must be completed if any of the following apply:

- The proposed study is intended for the NIHR CRN portfolio, the route through which support and Excess Treatment Costs are provided in England. This may include studies that will take place in a social care or public health setting.
- The research requires HRA and HCRW Approval in England and/or Wales, and/or studies requiring NHS/HSC Management Permission in Northern Ireland and/or Scotland.
- The research will use NHS resources.

A SoECAT MUST be completed even if you don't think your clinical research will involve excess treatment costs (ETCs).

### Completing a SoECAT form

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

- Complete a new form called a 'Schedule of Events Cost Attribution Template (SoECAT)', which can be download from the NIHR website.
- Once completed, this form needs to be reviewed and signed off by a Local Clinical Research Network (LCRN) AcoRD specialist. A list of LCRN specialists can be found on the NIHR website. Early engagement with the LCRN AcoRD specialist in the application process is recommended.
- Append the 'study information' and 'summary' pages of the signed off SoECAT form with your completed grant application.

Please note that Je-S does not allow the upload of MS Excel files, therefore please convert the relevant pages to a PDF. Please detail the file's description as 'Schedule of Events Cost Attribution Tool'. UKRI reserve the right to request a copy of the complete original signed MS Excel form.

## Annex J – Council facilities and resources

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

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

Links to available facilities and resources by research council:

[BBSRC](#)

[EPSRC](#)

[ESRC](#)

[NERC](#)

[MRC](#)

[STFC](#)

[Innovate UK](#)