



UK Research
and Innovation

UKRI Future Leaders Fellowships Renewal Guidance

Version 3.0 April 2024

Version Control

The Future Leaders Fellowship team updated the Renewals Guidance, to reflect the transition from the Joint Electronic Submissions (Je-S) system to the UKRI Funding Service.

The changes of note are:

Key updates

- Academic-hosted fellows will apply through the new UKRI Funding Service and non-academic hosted fellows through the Innovation Funding Service (IFS). You cannot apply on the Joint Electronic Submissions (Je-S) system.
- UKRI have appointed a third-party supplier to provide application support, in the form of reasonable adjustments, for people who have a disability or a long-term condition and face barriers applying to us. Applicants who wish to access this initiative should email fellows@ukri.org for more information, before preparing your application.
- The Résumé for Research and Innovation (R4RI) format will be implemented, to showcase the range of relevant skills you have and how this will help to deliver the proposed work.
- Catapult Host organisations are no longer required to taper salaries.
- All Catapult Hosts should apply under the Non-Academic stream.
- Fundamental Research and Feasibility Studies are no longer permissible research categories under the Subsidy Control regime for the FLF Renewals scheme.
- Non-academic fellows are able spend up to 50% of their time (not funded by FLF) on other activities, where these activities are shown to benefit or be necessary for their career. Non-fellowship activities can include business-as-usual, Innovate UK grants or ongoing contracts. The duration of the fellowship can be increased to pro-rata the time spent on the fellowship back up to a maximum of 100% if requested.

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1 PLANNING YOUR APPLICATION

1.1 Research disruption

UKRI recognises that there can be disruptions to research that cannot be predicted, for example, COVID-19. We are committed to ensuring that individual fellows and their wider team, including partners and networks, are not penalised for any disruption to their career(s) such as breaks and delays, disruptive working patterns and conditions, the loss of on-going work, and role changes that may have occurred due to the pandemic or other justified disruptions. Assessors will take into consideration any disruptions.

1.1.1 No-cost extensions

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

1.2 Project Eligibility

This is an invite only funding opportunity and is available to current eligible FLF award holders only. Fellows will be informed of their application window with a minimum of 16 months remaining on their fellowship, to ensure that the outcome of the renewal meeting is communicated at least 6–12 months prior to the end date of current fellowships.

The renewal allows for additional funding for up to three years (pro rata for part time fellows. The renewal award is separate from the original award and as such, unspent funds from the original grant cannot be carried forward. The 100% fEC of your project can be up to £708,750. UKRI will pay up to £567,000k (equating to 80% fEC for academic hosts). For business Fellowships, the host contribution will be in line with Subsidy Control rules.

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

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

Renewal applications can be submitted within or across any area(s) of research and/or innovation covered by UKRI. The renewal project should be a continuation of the original FLF application. However, it is recognised that the project will have developed and progressed, and a fellow may change the direction of their project over the period of the fellowship, in response to new discoveries or techniques if required. This is to build on their own changing experience, or to reflect changing business requirements and market opportunities, and should be explained in the case for support. A fellow may also request to move host organisation or sector where appropriate and justified.

The FLF renewal must not be used to request funds for a completely new, independent project, and must not be used as a substitute for no-cost extensions.

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

The prima facie should demonstrate the following:

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

All successful FLF renewal awards are subject to the [‘EC Grant Terms and Conditions’](#).

1.3 Host Organisation

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

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

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

1.4 Time commitment

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

1.4.1 Additional activities and commitments for academia-hosted fellows

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

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

Additional activities for non-academic-hosted fellows

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

1.4.2 Reduced Hours Fellowship for non-academic hosted fellows

Where a fellow is hosted by a business or non-academic host, Subsidy Control rules mean that it is not possible to fund salary costs for activities outside of the fellowship. Non-academic Fellows may spend up to 50% of their time (not funded by FLF) on other activities, where these activities are shown to benefit or be necessary for their career. Non-fellowship activities can include business-as-usual, Innovate UK grants or ongoing contracts. The duration of the fellowship can be increased to pro-rata the time spent on the fellowship back up to a maximum of 100% if requested.

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

Fellows must highlight on page 3 of the 'renewal finance form for non-academics' when they are applying for a Reduced Hours Fellowship. Applications of this type should justify how the fellow will fully develop their skills and experience in the time allocated to the renewal and how a Reduced Hours Fellowship will benefit their career.

1.4.3 Flexible working

Fellowships may be held on a part-time basis (to a minimum of 0.5 FTE) to combine research and/or innovation with personal responsibilities. 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). A three-year fellowship on a full-time basis would equate to a six-year fellowship with the fellow working 0.5 FTE, but the value of the award would remain the same.

1.4.4 Job share

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

1.5 Multiple submissions

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

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

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

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

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

2 APPLICANTS AND TEAM INFORMATION

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

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

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

2.1 Fellow eligibility

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

2.2 Overseas fellows

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

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

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

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

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

2.3 Core Team

Eligibility, responsibilities and costings guidance for roles in funding applications can be found here.

The following roles can be assigned as part of this application:

- Fellow
- Research and innovation associate
- Researcher co-lead (RcL)
- Visiting researcher
- Specialist
- technician

Only one individual should be listed as the fellow. Co-leads are only permitted where they clearly bring complementary and different skills to the project. Co-leads (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.

2.3.2 Non-academic hosted Co-lead when the applicant is hosted in academia

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

2.3.2 Visiting researchers

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

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

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

2.4 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. Please see [Annex C](#) for more information about Subsidy Control.

As a rule, Project Partners are expected to provide contributions to the delivery of the project and should not therefore be seeking to claim funds from UKRI. However, where there are specific circumstances where Project Partners do require funding for minor costs such as travel and subsistence, this will usually be paid at 80% fEC unless otherwise stated by us; note that any applicable Subsidy Control regulation and HMRC guidance will also be taken into account, which may affect the percentage of these costs that we will fund. These costs should be outlined and fully justified in the proposal and will be subject to peer review. The financial value of the contribution, whether actual or in kind, must be included in the costings. 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.

Letters of support should be provided for all project partners on headed paper and signed by the partners.

2.5 Subcontractor

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

All costs that support the delivery of the subcontract are eligible and will be paid at the relevant % for the award. Costs should be outlined and fully justified in the proposal and will be subject to peer review. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved, however any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation. Please see Annex D for more information about Subsidy Control.

Letters of support are not permitted for Subcontractors.

2.6 Dual roles

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

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

kind but are also selected to deliver other work to the project involving non-minor costs to be covered via a subcontract.

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

3 HOW TO APPLY

Application should be made through the new UKRI Funding Service for academic-hosted fellows and the Innovation Funding Service (IFS) for non-academic fellows (including Catapults). You cannot apply on the Joint Electronic Submissions (Je-S) system as in previous rounds.

For more guidance, see:

- [how applicants use the Funding Service \(academic-hosted fellows\)](#)
- [how applicants use IFS \(non-academic hosted fellows including Catapults\)](#)

3.1 UKRI Funding services application questions

The application form to be completed through the UKRI Funding Service requires the following:

Question	Information required
Application title and Summary	<p>Details of the application title, summary, start date and duration must be entered in this section.</p> <p>The project title is limited to 240 characters (including spaces) and must reflect the aim of the project.</p> <p>The start date of the award should be the day after the original project date ends.</p>
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.</p> <p>It should explain the context of the research and/or innovation, its aims and objectives, and its potential applications and benefits.</p> <p><i>This summary will be published publicly on Gateway to Research. Please ensure that confidential or commercially sensitive information is not included.</i></p>
Core Team	<p>List the key members of your team and assign them roles from the following:</p> <ul style="list-style-type: none"> • Fellow • specialist • research and innovation associate • Technician • visiting researcher • researcher co-lead (RcL) <p>Only list one individual as the fellow.</p>

	Find out more about UKRI's core team roles in funding applications .
Vision and approach	See section 3.2
Applicant capability to deliver	See Section 3.3
Career development	See Section 3.4
Host organisation support	See section 3.5
Additional activities for academic hosted applicants	See section 3.6
Finance form for Non-academic hosted applicants	See section 3.7
Ethics and responsible research and innovation (RRI)	See Section 3.8
Resources and cost justification	See section 3.9
Resources and costs justification for non-academic Fellows	Non-academic fellows must complete the 'Finance form for non-academics' fellows' template, which can be found in the 'additional info' section of the funding opportunity page, as directed in this guidance. The template should be saved as a PDF document, ensuring that all pages have been saved. For the file name, use the unique UKRI Funding Service uber the system gives you when you create an application, following by the words 'Finance form non-academic'.
Instrument development	<p>If your application includes a request for equipment relating to instrument development, justify these costs by:</p> <ul style="list-style-type: none"> • Articulating the requirement for instrument development - that will either enable research capability not available using any existing instrument, or if it will substantially improve research capability beyond what currently exists, in a way that opens significant new research and/or innovation opportunities. • How the proposed instrument development will function (e.g. construction of a wholly new instrument from its basic components, substantial modification of an existing instrument, integration of two or more existing instruments into a new combined one). <p>See section 4 for allowable resources.</p>
Data management plan	<p>All applicants planning to generate data as part of their fellowship must complete the separate Data Management question.</p> <ul style="list-style-type: none"> • If there are significant changes or the fellow is proposing a new host or has moved host, please provide a data management plan that clearly details how you will comply with UKRI's published data sharing policy

	<ul style="list-style-type: none"> If there is no change to the original project's DMP then please state 'no changes to original DMP'. <p>See section 3.10</p>
Facilities	<p>If you will need to use a facility, follow your proposed facility's normal access request procedures. Ensure you have prior agreement so that if you are offered funding, they will support the use of their facility on your project.</p> <p>See section 3.11</p>
Clinical research using NHS resources	<p>Researchers applying for clinical research in the NHS, public health or social care need to complete a Schedule of Events Cost Attribution Tool (SoECAT) to be eligible for the National Institute for Health Research (NIHR) Clinical Research Network (CRN) portfolio.</p> <p>See section 3.12</p>
Additional Activities	<p>Provide a narrative on the structure and purpose of any non-FLF project activities undertaken outside of the renewal award.</p> <p>See section 1.4.1 and section 3.6</p>
Details of original Future Leaders Fellowship	<p>Please include the grant reference and title of your original Future Leaders Fellowship award.</p>
Project partners	<p>Add details about any project partners' contributions</p> <p>Upload a single PDF containing the letters or emails of support from each partner you named in the Project Partner section. These should be uploaded in English or Welsh only.</p> <p>Enter the words 'attachment supplied' in the text box, or if you do not have any project partners enter 'N/A'. Each letter or email you provide should:</p> <ul style="list-style-type: none"> confirm the partner's commitment to the project clearly explain the value, relevance, and possible benefits of the work to them describe any additional value that they bring to the project <p>The UKRI Funding Service will provide document upload details when you apply. If you do not have any project partners, you will be able to indicate this in the UKRI Funding Service.</p> <p>Ensure you have prior agreement from project partners so that, if you are offered funding, they will support your project as indicated in the project partners' section.</p> <p>For audit purposes, UKRI requires formal collaboration agreements to be put in place if an award is made.</p> <p>See section 2.4</p>

3.2 Vision and approach

The Vision and approach should summarise the fellow's vision for the renewal and progress to date against the aims and objectives of the original application. The Fellow should explain how the proposed work is a continuation of the original FLF fellowship and clearly describe any changes from the original FLF programme of work. The Vision and Approach document must be no longer than six sides of A4.

For the Vision, explain how your proposed work:

- is of excellent quality and importance within or beyond the field(s) or area(s)
- Provide evidence for the quality of the research and/or innovation of the work to date, demonstrating progress against the original aims and objectives of the original proposal to date

Outline future for the proposed work over the additional renewal stage, to include

- has the potential to advance current understanding, or generate new knowledge, thinking or discovery within or beyond the field or area of its focus
- Fellows should reflect on their time spent on the FLF fellowships and how the activities and achievements demonstrate development in their independence and leadership. Describe how the added value of a UKRI FLF renewal award will continue to have a demonstrable impact on the career trajectory of the fellow.

Outline how the work is timely, given current trends, context, and needs • impacts world-leading research, society, the economy or the environment

- Demonstrate the short-term impacts of the original proposal to date, and what any potential further short- or long-term impacts are.

Identify the potential direct or indirect benefits and who the beneficiaries might be

- Outline how the fellow has contributed to broader research and/or innovation-users and audiences, and towards wider economical and/or societal benefit.

For the Approach, explain how you have designed your work so that it:

- is effective and appropriate to achieve your objectives
- is feasible, and comprehensively identifies any risks to delivery and how you will manage them
- uses a clearly written and transparent methodology (if applicable)
- summarises the previous work and describes how you will build on and progress this work (if applicable)
- will maximise translation of outputs into outcomes and impacts
- demonstrate access to the appropriate services, facilities, infrastructure, or equipment to deliver the proposed work (see section 3.8 for details)

Create a single PDF document that includes your responses to all criteria. The document should not be more than six sides of A4, single spaced in 11-point Arial (or equivalent sans serif font) with margins of at least 2cm. You may include images, graphs, tables.

For the file name, use the unique UKRI Funding Service number the system gives you when you create an application, followed by the words 'Vision and Approach'. Save this document as a single PDF file, no bigger than 8MB. Unless specifically requested, please do not include any sensitive personal data within the attachment. If the attachment does not meet these requirements, the application will be rejected. The UKRI Funding Service will provide document upload details when you apply.

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

3.3 Applicant capability to deliver

Evidence of how you have:

- the relevant experience (appropriate to career stage) to make best use of the benefits presented by this funding opportunity to develop your career
- the right balance of skills and aptitude to deliver the proposed work
- contributed to developing a positive research environment and wider community
- the appropriate team working or leadership skills (appropriate to career stage)

You may demonstrate elements of your responses in visual form if relevant.

Use the *Résumé for Research and Innovation (R4RI)* format to showcase the range of relevant skills you have and how this will help to deliver the proposed work. You can include specific achievements and choose past contributions that best evidence your ability to deliver this work.

Complete this section using the following R4RI module headings. You should use each heading once, see the [UKRI guidance on R4RI](#). You should consider how to balance your answer, and emphasise where appropriate the key skills you bring:

- contributions to the generation of new ideas, tools, methodologies, or knowledge
- the development of others and maintenance of effective working relationships
- contributions to the wider research and innovation community
- contributions to broader research or innovation, users and audiences, and towards wider societal benefit
- Additions: There is the optional section to provide a narrative of further details relevant to your application up to 500 words. You should not use it to describe additional skills, experiences, or outputs, but you can use it to describe any factors that provide context for the rest of the R4RI (for example, details of career breaks if you wish to disclose them).
- Do not format it like a CV.

3.4 Career development

Ensure that you have identified:

- career development goals appropriate to the fellowship funding opportunity. Describe how the added value of a UKRI FLF renewal award will continue to have a demonstrable impact on the career trajectory of the fellow.
- how the fellowship will provide a feasible and appropriate trajectory for your personal development and to achieve your stated career development goals (as appropriate to your career stage and field).
- how you will instigate positive change in the wider research and innovation community, for example through Equality Diversity and Inclusion (EDI), advocacy or advisory roles, stakeholder engagement, participation in peer review, influencing policy, public engagement, or outreach

We also expect you to describe:

- how you will ensure continued research and professional development in those you will be managing on the project, to have a positive research and innovation experience, with opportunities or support to progress their own careers (useful links [Concordat to Support the Career Development of Researchers and Technician Commitment](#))
- how the proposed work will provide a feasible and appropriate trajectory for you to acquire additional skills, like research, leadership, communication and management
 - what mentoring arrangements are proposed and how they are appropriate to you

3.5 Host organisation support

This section should focus on how the host organisation will support your fellowship. The following should be included:

- How the host has supported the fellow and their programme of work outlined in the original application, including the future commitments the department will make to mentor and support the fellow.
- provide evidence detailing how the host will support you, as appropriate for your career development and the vision and approach of the fellowship
- who you have engaged with in your host organisation (name and role)
- how your research environment will contribute to the success of the work, in terms of suitability of the host organisation and strategic relevance to the project
- how the host organisation will ensure your time commitment to the fellowship is protected
- what development and training opportunities will be provided and how they form a cohesive career development package tailored to your aims and aspirations
- what financial or practical support, such as access to the appropriate services, facilities, infrastructure, or equipment, is being provided and how this strengthens your application
- If moving host organisation, the new host must maintain any commitments to the fellow as per the original application. This should be highlighted in the supporting statement.
- details of the fellowship work to be conducted at another UK or overseas host organisation and how they will support you (if applicable)

The expectation is that agreement has been obtained from the Pro Vice-Chancellor, Head of the Department, or a Senior Representative from the host organisation on the support that the applicant will receive. This should include:

- Confirmation of the commitment to the salary of the applicant and to providing an open-ended UK based independent research and/or innovation position, to be taken up during or upon the completion of the fellowship (in line with organisational employment policies and practices)
- Confirmation of the commitment to 50% of any Equipment costs requested in the application.

3.6 Additional activities for academic fellows

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

appropriate time to achieve the desired outcomes of the fellowship. Clear added value of the fellowship must still be justified.

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

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

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

3.7 Finance form for non-academic Fellows

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

The template should be saved as a PDF document, ensuring that all pages have been saved. For the file name, use the unique UKRI funding service number the system gives you when you create an application, followed by the words 'finance form non-academic'.

3.8 Ethics and responsible research and innovation (RRI)

This section should focus on what are the ethical and/or RRI implications and issues relating to the proposed work. Demonstrate that you have identified and evaluated:

- the relevant ethical or responsible research and innovation considerations
- how you will manage these considerations

The word count for this section is 500 words.

There are optional ethics questions that may be required depending upon the nature of the research and proposed work. These include:

- Does your proposed research involve any genetic or biological risk?
- Does your proposed research involve the use of vertebrate animals or other organisms covered by the Animals Scientific Procedures Act?
- Will any of the proposed animal research be conducted overseas?
- Will the project involve the use of human subjects or their personal information?
- Does your proposed research involve the use of human tissues, or biological samples?

These questions should only be responded to if they apply to your proposed work.

3.8.1 Genetic and biological risk

In respect of animals, plants or microbes, are you proposing to:

- use genetic modification as an experimental tool, like studying gene function in a genetically modified organism
- release genetically modified organisms
- ultimately develop commercial and industrial genetically modified outcomes

If yes, provide the name of any required approving body and state if approval is already in place. If it is not, provide an indicative timeframe for obtaining the required approval.

Identify the organism or organisms as a plant, animal or microbe and specify the species and which of the three categories the research relates to.

Identify the genetic and biological risks resulting from the proposed research, their implications, and any mitigation you plan to take. Assessors will want to know you have considered the risks and their implications to justify that any identified risks do not outweigh any benefits of the proposed research.

The word count for this section is 700 words.

3.8.2 Research involving the use of animals

Does your proposed research involve the use of vertebrate animals or other organisms covered by the Animals Scientific Procedures Act?

If you are proposing research that requires using animals, download and complete the [Animals Scientific Procedures Act template \(DOCX, 74KB\)](#), which contains all the questions relating to research using vertebrate animals or other Animals (Scientific Procedures) Act 1986 regulated organisms.

Save it as a PDF. The UKRI Funding Service will provide document upload details when you apply.

3.8.3 Conducting research with animals overseas

If you are proposing to conduct overseas research, it must be conducted in accordance with welfare standards consistent with those in the UK, as in Responsibility in the use of animals in bioscience research, page 14. Ensure all named applicants in the UK and overseas are aware of this requirement.

If your application proposes animal research to be conducted overseas, you must provide a statement in the text box. Depending on the species involved, you may also need to upload a completed template for each species listed.

Statement

Provide a statement to confirm that:

- all named applicants are aware of the requirements and have agreed to abide by them
- this overseas research will be conducted in accordance with welfare standards consistent with the principles of UK legislation
- the expectation set out in Responsibility in the use of animals in bioscience research will be applied and maintained
- appropriate national and institutional approvals are in place

The word count for this section is 700 words.

Templates

Overseas studies proposing to use non-human primates, cats, dogs, equines or pigs will be assessed during NC3Rs review of research applications. Provide the required information by completing the template from the question 'Research involving the use of animals'.

For studies involving other species, select, download, and complete the relevant Word checklist or checklists from this list:

- [Additional questions on the use of rodents overseas \(DOCX, 49.1KB\)](#)
- [Additional questions on the use of rabbits overseas \(DOCX, 49.2KB\)](#)
- [Additional questions on the use of sheep overseas \(DOCX, 50.9KB\)](#)
- [Additional questions on the use of goats overseas \(DOCX, 47.3KB\)](#)
- [Additional questions on the use of pigs overseas \(DOCX, 51.4KB\)](#)
- [Additional questions on the use of cattle overseas \(DOCX, 57.0KB\)](#)
- [Additional questions on the use of *Xenopus laevis* and *Xenopus tropicalis* overseas \(DOCX, 57.3KB\)](#)

Save your completed template as a PDF and upload to the UKRI Funding Service. If you use more than one checklist template, save it as a single PDF. The UKRI Funding Service will provide document upload details when you apply.

3.8.4 Research involving human participants

If you are proposing research that requires the involvement of human subjects, provide the name of any required approving body and whether approval is already in place.

Justify the number and the diversity of the participants involved, as well as any procedures.

Provide details of any areas of substantial or moderate severity of impact.

The word count for this section is 700 words.

3.8.5 Research involving the human tissue or biological samples

If you are proposing work that involves human tissues or biological samples, provide the name of any required approving body and whether approval is already in place.

Justify the use of human tissue or biological samples specifying the nature and quantity of the material to be used and its source.

The word count for this section is 700 words.

3.9 Resources and cost justification

This section should focus on what you will need to deliver your proposed work and how much it will cost. See section 4 for allowable resources.

Assessors are not looking for detailed costs or a line-by-line breakdown of all project resources.

Overall, they want you to demonstrate how the resources you anticipate needing for your proposed work:

- are comprehensive, appropriate, and justified.
- represent the optimal use of resources to achieve the intended outcomes.
- maximise potential outcomes and impacts.

If costs are being requested for instrument development, these should be justified within the relevant separate application question.

3.10 Data Management plan

If you have no changes to the original data management plan, then you do not need to submit a plan. Please write 'no change to original DMP'. For any changes, please complete as below.

UKRI expects you to make your research data openly available with as few restrictions as possible in a timely and responsible manner. The UKRI expectations for sharing and managing research data arising from your project are outlined on [Making your research data open](#) including:

- you should determine if, how and where your data should be shared based on good practice for the type(s) of research data that will be generated
- refer to the [Research Council research data sharing policy\(s\) and guidance](#) most applicable to the type(s) of research data that will be generated from your research. These policies include best practice and preferred repositories for some types of data 16 (e.g. the ESRC-supported UK Data Service and the NERC-supported Environmental Data Service)
- our guidance on [best practice in the management of research data](#), also provides general guidance about sharing and managing your research data in line with our common principles
- UKRI's [Good Research Resource Hub](#) includes some external resources that you may also find helpful when deciding how to share and manage your research data

The data management plan 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.

Please structure your data management plan with the below sub-headings:

- Description of the data
- Data collection/ generation
- Data management, documentation and curation
- Data security and confidentiality of potentially disclosive information
- Data sharing and access
- Responsibilities
- Relevant institutional, departmental or study policies on data sharing and data security
- Author of this data management plan and if different to the Principle Investigator, their telephone & email contact details

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).

Ensure you include costs in your funding application

UKRI supports costs associated with research data management and sharing. You should ensure costs for these activities are included in your funding application, including if you intend to use NERC's Environmental Data Service or the ESRC-supported UK Data Service. If you are considering using the Environmental Data Service, you can contact data@nerc@ukri.org for further information.

Some additional information on research data costs is provided in the [guidance on best practice in the management of research data](#). Guidance on costs may also be provided with the funding opportunity in Funding Finder.

3.11 Facilities

If your proposed research requires the support and use of a facility, follow your proposed facility's normal access request procedures. Ensure you have prior agreement so that if you are offered funding, they will support the use of their facility on your project.

Links to available facilities and resources by research council:

[BBSRC](#)

[EPSRC](#)

[ESRC](#)

[NERC](#) - See [Annex E](#) for information about NERC British Antarctic Survey ship time and aircraft requests

[MRC](#)

[STFC](#)

[Innovate UK](#)

For each requested facility you will need to provide the:

- name of facility, copied and pasted from the [facility information list \(DOCX, 35KB\)](#)
- proposed usage or costs, or costs per unit as shown on the facility information list
- confirmation you have their agreement where needed

Some facilities also require a technical assessment, which should be obtained by contacting the relevant facility prior to submitting an application to discuss usage.

You do not need to submit these documents with your application, but we will contact you to provide them if your application is successful.

The word count for this section is 250 words.

3.12 Clinical research using NHS resources

Researchers applying for clinical research in the NHS, public health or social care need to complete a Schedule of Events Cost Attribution Tool (SoECAT) to be eligible for the National Institute for Health Research (NIHR) Clinical Research Network (CRN) portfolio. This is the route through which support and excess treatment costs are provided in England.

You must answer 'Yes' and complete and upload a SoECAT if you are applying for clinical research funding, and:

- you will carry out your research in the UK
- it is intended for the NIHR CRN portfolio; this may include studies in a social care or public health setting
- the research requires approval by Health Research Authority (England) or its equivalents in Northern Ireland, Scotland or Wales
- your research will use NHS resources

You must complete a SoECAT even if you don't think your clinical research will involve excess treatment costs (ETCs).

See MRC guidance 3.5.1 on [who needs to complete a SoECAT](#)

If you are applying for clinical research in the NHS, public health or social care and don't think you need to complete a SoECAT, answer 'Yes' and explain why a SoECAT is not necessary.

We want to know that you have taken the appropriate steps for the full costs of your research to be attributed, calculated and paid.

We want to see the expected total resources required for your project, such as Excess Treatment Costs (ETCs), to consider if these are appropriate.

How to complete a SoECAT

[SoECAT guidance](#) can be found on the NIHR website

These are the steps you need to take:

1. Contact an Attributing the costs of health and social care Research and Development (AcoRD) specialist as early as possible in the application process.
2. Complete an online SoECAT. Excel versions of the form have been discontinued. If you don't have an account for NIHR's Central Portfolio Management System (CPMS) you will need to create and activate one. [See the user guide for instructions.](#)
3. Request authorisation of your SoECAT.
4. Once authorised extract the 'study information' and 'summary' page from the 'Funder Export', combine them as a single PDF and upload it to your application.

Applications that require a SoECAT but have not attached the SoECAT funder export study information and summary may be rejected.

See section 4.8 NHS costs

4 ALLOWABLE RESOURCES

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

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

4.1 Overview of costing for academia-hosted fellows

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

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

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

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

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

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

4.2 Directly Incurred costs

4.2.1 Staff

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

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

4.2.2 Travel and Subsistence

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

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

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

4.2.3 Equipment

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

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

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

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

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

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

Equipment for instrument development (academia-hosted fellows only)

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

Completing equipment details

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

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

4.2.4 Other directly incurred costs

Other costs directly attributable to the project may include:

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

Please note, applicants are not permitted to request funds for publication costs. It is expected that the Host Organisation will provide computers and laptops for the applicant and Co-Is 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. No costs associated with PhD students may be requested in the application.

4.3 Directly allocated costs

4.3.1 Project Co lead

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

4.3.2 Other directly allocated

These costs should include all other direct costs calculated based on estimates. Items can include:

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

4.3.3 Estates and indirect costs

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

Estates and indirect costs do not need to be tapered in line with the salary contributions for the fellow and should be claimed at the FTE associated with the fellow's overall work. However, in recognition that the renewal allows for additional flexibility of time, a lower FTE equivalent may be requested for these costs. The contribution to estates and indirect costs should, at a minimum, be the amount of time spent on the fellowship excluding additional activities (minimum 0.5 FTE). This additional flexibility is allowed in recognition that additional funding may not yet be secured for the renewal period via other grants.

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

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

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

Estate costs

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

Indirect costs

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

Estates and Indirect costs at additional organisations:

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

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

- Indirect costs will continue to be paid to the lead Organisation.

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

4.4 Exceptions (funded at 100% fEC)

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

4.5 Animal costs

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

4.6 Research and workshop facilities/existing equipment/capital

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

4.7 Overseas costs

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

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

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

- Fares, baggage, medical insurance and rent of reasonable accommodation.

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

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

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

4.8 NHS costs

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

- Research costs
- NHS support costs
- NHS treatment costs

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

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

NHS support costs:

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

NHS treatment costs:

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

See also Section 3.12 for SoECAT treatment costs.

4.9 Overview of costings for non-academic-hosted fellows

Subsidy Control

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

Financial and due diligence checks

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

Instrument Development

- The cost category Instrument Development is not applicable to fellows from non-academic hosts. Non-academic-hosted fellows wishing to request costs for development of new instruments and/or equipment should include these in either the 'materials' or 'capital usage' sections on the Finance Form for Business Applicants. Non-academic-hosted fellows should include all costs on this form. Please check [UKRI guidance for non-academic applications](#) for further details on costing a non-academic-hosted application, as well as the specific points highlighted in sections below.

4.9.1 Non-academic-hosted – Equipment

Usage costs for equipment and other capital assets can be costed if the assets have a useful lifetime

of at least one year, are stand alone, are clearly definable and moveable, and conform to the capitalisation policy of the Host Organisation.

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

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

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

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

4.9.2 Non-academic-hosted – Animals

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

4.9.3 Non-Academic-Hosted – Overheads

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

Full overhead recovery/full absorption costing is not eligible.

4.9.4 Non-Academic-Hosted – Other

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

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

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

Any indexation should be included at the point of submission.

4.10 Overview of costing for Catapult-hosted fellows

Catapult Host Organisation are no longer required to taper their fellow's salary and should input all costs associated with the fellowship into the 'Finance form for Non-Academic Fellows'. All TFS costs must be indicated as zero.

Annex A: When to apply

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

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

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

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

2024 submission windows:

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

Guide 2025 submission windows:

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

Guide 2026 submission windows:

FLF renewal meeting name	Submission deadline	Outcome	Who should apply to this meeting? Those with current end dates between:
Meeting 15	April 2026	July 2026	January 2027 to April 2027
Meeting 16	July 2026	November 2026	May 2027 to August 2027
Meeting 17	December 2026	March 2027	September 2027 to December 2027

Annex B: Original FLF guidance on Host eligibility

Host Organisation eligibility

Organisations eligible to host a Future Leaders Fellowships include:

- Any UK-based organisation currently registered as eligible to apply for funding from the Research Councils. Details of eligibility and a list of recognised Institutes and Independent Research Organisations can be found on the [UKRI website](#).
- Any non-academic organisation eligible to receive Subsidies from the UK Government that will provide an innovation and/or research environment of international standing. More information on Organisations eligible to receive funding can be found [here](#). Fellows applying with a non-academic organisation as their host, should refer to the Non-Academic-Hosted version of this guidance instead.
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Annex C: Subsidy Control & State Aid – funding for non-academic organisations

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

What is the Subsidy Control Regime?

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

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

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

- The support we provide is consistent with the UK's international obligations and commitments to Subsidy Control. These include:
 - The [Subsidy Control Act of 2022](#).
 - The [UK Research, development and innovation streamlined route guidance](#).
 - The [World Trade Organisation \(WTO\) rules](#).
 - The EU-UK Trade and Cooperation Agreement (TCA) (see [The EU-UK Trade and Cooperation Agreement \(europa.eu\)](#)).
 - The [Department for Business, Energy and Industrial Strategy \(BEIS\) guidance](#).
 - Where applicable, EU State aid regulations may also be applied (for example under the [Northern Ireland Protocol](#) (GOV.UK)).
 - Other bilateral [UK Free Trade Agreements \(FTAs\)](#) where relevant.

What does it mean in terms of funding?

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

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

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

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

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

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

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

- The non-academic partner does not seek a pre-negotiated right to any academically generated foreground project Intellectual Property (IP)
- Where a non-academic partner is being paid full market rate for their services (for example, a subcontractor) and Intellectual Property Rights (IPR) are not deemed a concern and are wholly owned by the academic partner.
- Any IPR generated by the academic partner are fully allocated to the academic partner.
- The data or other outputs generated from the research can be placed in the public domain within a reasonable timeframe.

Under these circumstances, the non-academic partner may have a right to negotiate for access (at a fair market price) to the academic party's IPR, but terms cannot be agreed until the project is completed.

UKRI does not deal with IP rights arising from research funded by grants for extramural research. Ownership and responsibility for the exploitation of intellectual property generated through the activities of the funded activity rests with the host and their collaborators, who have a responsibility to ensure that value for money is sought.

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

- The non-academic partner wishes to pre-negotiate access to or own academically generated foreground project IP.
- The non-academic partner is the only party with a plausible path to exploit academically generated foreground project IP (for example, development of a software tool based on a commercial platform for).

In the case of a potential subsidy or aid being awarded, UKRI can only provide a set proportion of the total project cost, with the remaining funding to be met by the partner(s). This contribution should make up an appropriate proportion of the total project cost (industry plus academic costs) calculated using the table in section 3 of this annex.

Applicants, Host Organisations and any organisations with which they hold a collaboration for the FLF project should assess whether they believe Subsidy Control and/or State Aid will be a factor before application and seek to agree draft terms prior to submission of the proposal. Host

Organisations should highlight in their Cover Letter if they believe Subsidy Control and/or State Aid will apply and details of Partner contribution should be included in the Letters of Support attached to the application.

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

RDISR: Subsidy ratios and additional considerations

When reading this section and calculating your subsidy ratios and the overall funding rate for your project please note that decisions on funding levels will be made on a case-by-case basis, and where there is doubt, individual applications will be assessed independently to determine where UK Subsidy Control and/or State Aid rules should apply. UKRI's decision on levels of funding are final.

Subsidy rates

Where a subsidy is being awarded, funds will be provided at a level based on the size of non-academic organisation(s) involved, the nature of the research development and innovation within the programme and the overall cost of the programme. Host Organisations will be provided funding at the following ratios which apply in the case of both RDISR and GBER:

Enterprise size	Industrial Research	Experimental Development
Micro/Small	70%	45%
Medium	60%	35%
Large	50%	25%

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

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

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

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

Upper limits for subsidies under RDISR

The maximum permissible per subsidy is £3 million. This limit is imposed on a per organisation per fellowship basis rather than the fellowship as a whole. If you have any queries please contact the Business team directly at FLFBusinessTeam@ukri.org.

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.

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.

Projects that span more than one category of activity

Sometimes projects include work packages with more than one category of research. For example, a project may include elements of industrial research and experimental development. In this case, you would need to identify:

- the main research category (this will be where more than 50% of the eligible costs will be incurred)
- which other categories the other work packages fit into
- the overall subsidy rate will be calculated proportionally from the percentage of each activity type and its subsidy ratio.

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

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

Co-Is from different organisation(s)

Where a Co-I is employed by another non-academic institution which may benefit from the work undertaken during the FLF programme of work the financial award to this organisation may be 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 needs all elements and proportions of funding that are relevant to Co-I and their organisation, including overheads.

Equipment

To help ensure that subsidies given under RDISR are 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 right 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 bought 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 allowed for the lifetime of the equipment (for example any commercial purpose including hire or provision of a commercial service).
- UKRI must be satisfied on balance of probabilities that this is the case; in practice this may mean that provision of the full subsidy is reserved until the renewal stage (+3 part of the fellowship).

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

The Northern Ireland Protocol and State Aid

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

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

Annex D: Non-academic-hosted fellows – Resources and cost justification

Guidance on how to complete the Resources and cost justification question based on the Finance Form for Business fund headings, can be found below:

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

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

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

British Antarctic Survey Logistic Support

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

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

NERC ship time and aircraft requests

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

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

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