

UKRI Policy Fellowships – 2025

Resources and Cost Justification

This document should be used for further guidance relating to resources and cost justification.

Resources

Your Research Office will be able to support with this section.

For core policy fellowships hosted by a UK government, devolved administration or arm's length body the full economic cost is up to £180,000.

For Natural Hazard and Resilience fellowships hosted by a UK government, devolved administration or arm's length body the full economic cost is up to £280,000.

For What Works Innovation fellows hosted within the What Works Network the full economic cost is up to £220,000.

If successful, UKRI will meet 80% of the full economic costs on proposals submitted and the eligible employing research organisation is expected to support the remaining 20%.

Staff duties

Applicants should clearly stipulate their time commitment for each phase throughout the fellowship, which will last a total of 18 months and are invited to outline their time commitment and expectations of the role in response to requirements set out in the Funding Opportunity.

Inception phase for project set up (first 3 months)

0.4 FTE

Main Placement with hosts (12 months)

Between 0.6 and 1FTE Please refer to each specific position for more details

Knowledge exchange and impact (3 months)

0.4 FTE

Estates and indirect costs

Estate and indirect costs are specific to each employing research organisation.

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

Professional Enabling Staff

The role of any professional enabling staff members involved in the project (ie mentors for Early Career Researchers) should be summarised in this section.

Staff

In addition to the applicant themselves, **only** the following justified staff costs are eligible:

- A small amount of justified administrative support for the fellow
- Mentorship support, as is required for Early Career Researchers applying to the call. Justified costs can be requested to support the Mentor's contribution to the fellowship.

If including any such additional support, staff details should be entered under the appropriate fund heading:

'Other Directly Allocated' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g. mentorship for early career applicants).

'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. the fellowship applicant, administrative support).

Please note that associated project studentships are **not** permitted for this call.

Travel and Subsistence (T&S)

Inception phase for project set up (first 3 months)

Please budget for travel to the host office for inception and onboarding meetings; see each specific position for information on how many meetings will be required. In addition, budget for one UKRI cohort induction event to include travel and accommodation (likely to be held in Manchester or London over 2 days)

Placement with hosts (12 months)

Please budget for travel to the host office for the main placement phase; see each specific position for information on how often you will be required in the office. In addition, budget for attendance at up to 2 in person cohort engagement activities with UKRI.

Knowledge Exchange and Impact phase (final stage, up to 3 months)

Please budget for attendance at one cohort event.

Other directly incurred costs

Eligible costs under this heading include any additional costs associated with the requirements of the inception, placement, and impact phases of the fellowship. This may include but is not limited to costs associated with caring responsibilities. Further costs associated with accessibility may also be permissible. Applicants with a disability (inclusive of physical and neurological) can cost for additional support required that is directly related to the grant within their application. See: Disability and accessibility support for UKRI applicants and grant holders – UKRI ‘UKRI support with costs for reasonable adjustments’ section.

Within the full economic cost, all applicants must budget £15,000 Other Directly Incurred costs for additional flexible fellowship-related placement and impact funds.

As the fellowships are co-designed at inception phase, these costs do not require justification in the application, however fellows are expected to use the flexible funds for:

- Research-related costs, including but not limited to participant recruitment, transcription, software.
- Training and development requirements including but not limited to specialist software, methodological & data skills, professional development, policy awareness.
- Impact enhancement funds including but not limited to networking, organising and attending events such as conferences and workshops.
- Additional travel & subsistence.

Research and collaboration budget

Applicants to the What Works Innovation Fellowships must include a research and collaboration budget of £40,000 within Other Directly Incurred costs, and applications to the Natural Hazards and Resilience Fellowships must include a research and collaboration budget of £100,000 within Other Directly Incurred costs.

This additional research and collaboration budget must be used for additional co-production, collaboration and research needs within the fellowship. Expenditure plans for the research and collaboration budget will be determined during the inception phase and should be co-designed with the host. As such, they should not be broken down or justified within the application and, instead, these plans should be shared with UKRI by the end of the Fellowship inception phase.

Please note:

- Costs awarded under the Other Directly Incurred costs fund heading have been awarded specifically for expenditure related to flexible funding and should be used to cover directly incurred staff costs (i.e. research assistants), the estates and indirect costs that such staff may attract, and/or other directly incurred costs for research and collaboration such as surveys, interviews, secondary data analysis, participation in steering groups, etc.
- The research and collaboration budget cannot be used to support the core costs of the fellowship, e.g. fellow’s salary costs, or to support Equipment costs or Exceptions costs

- Expenditure of this budget should be in line with UKRI Grant Terms and Conditions for this funding opportunity and directly support the objectives of the UKRI Policy Fellowships programme.

Please note core policy fellows are not eligible to apply for any additional research and collaboration budget.

Other directly allocated costs

Include support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

Early career applicants should enter relevant mentorship costs under this heading.