# **Non-Standard Micro Due Diligence Form**

Complete this form if your organisation is based in the UK and is applying for specific UKRI funding opportunities for funding up to £20,000.

## **Resubmissions**

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| If this application is a resubmission, please indicate how it differs substantially to the application previously made, including how it addresses previous areas where change was required.  If this isn’t a resubmission, please write ‘N/A’. |
| Response: |

## **Section 1: The Organisation and its Legal Status**

Applicants should complete the following sections.

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| 1. Name of Organisation |
| 1. Registered address |
| 1. Mailing address (if different from above) |
| 1. Is your organisation affiliated to any other organisation? (i.e. is your organisation legally part of a larger organisation or a group of larger organisations / Is your organisation connected to any other organisation in an official capacity / does your organisation share any governance structures with another organisation) If yes, please give details. |
| 1. Head of Organisation |
| 1. Name of Contact (if different from above) |
| 7.1. Telephone number  7.2. E-Mail address |
| 8. What is the legal status of your organisation in the UK?  For example: "UK owned and not for profit".  **Please provide evidence of your legal status in the UK.** |
| 9. What is your relationship to UKRI, does it fund your Organisation?  **If yes, please provide evidence.** |

## **Section 2: Financial Viability**

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| 1. 1. Please provide an annual financial report and accounts for your organisation. These must have been either prepared or submitted by a qualified accountant who is a member of a recognised professional accountancy body, including:  * The Association of Chartered Certified Accountants (ACCA) * Association of International Accountants (AIA) * Chartered Institute of Management Accountants (CIMA) * The Chartered Institute of Public Finance and Accountancy (CIPFA) * The Institute of Chartered Accountants in England and Wales (ICAEW) * Institute of Chartered Accountants of Scotland (ICAS) * Chartered Accountants Ireland (CAI) |

## **Details of Main Funding Service Contact**

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| Please complete the following boxes with details of a main Funding Service contact who should be an administrator at your organisation and will be responsible for keeping us informed of any changes to your organisation as well as being the main point of contact for the Funding Service.  Please read our [How research offices use the UKRI Funding Service – UKRI](https://www.ukri.org/apply-for-funding/develop-your-application/how-research-offices-use-the-ukri-funding-service/) guidance.  **Note- the main Funding Service contact must not be a grant applicant.** | |
| Name |  |
| Post |  |
| Contact E-mail\* |  |
| Telephone |  |
| Postal address |  |

\* This must be an individual email address, not a group or mailbox address.

All information provided to UKRI will be maintained as outlined in the [UKRI Funding Service terms of use.](https://www.ukri.org/who-we-are/terms-of-use/ukri-funding-service-terms-of-use/)

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| **Form completed by**: | Please email the completed form and attachments to the Funding Opportunities team:  [fundingopportunities@ukri.org](mailto:fundingopportunities@ukri.org?subject=Organisation%20Eligibility%20application) |
| Position:  Date: |