# **Higher Education Provider (HEP) Approved Fee capped Due Diligence Form**

Complete this form to apply for Standard eligibility, and your organisation is a HEP registered as "Approved (fee cap)" on the Office for Students (OfS) register.

If successful, your organisation will be able to apply for any funding opportunity they meet the criteria for.

## **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: Capability and Capacity to Deliver**

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| 1. Describe the main objectives of your organisation’s research strategy and its relevance to the remit and priorities of UKRI. |
| Response: |
| 1. Please provide evidence that your Organisation has generated at least £0.5 million research income over 3 years or invested the equivalent amount in Research and Innovation. |
| Response: |

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| --- | --- |
| **Wider Impact of Research** | |
| 1. Please provide details concerning what your organisation has done (and plans to do) to maximise the wider impact and value of its research to the benefit of the UK (and wider) economy and society.   New research institutes should include details of their public engagement strategy if they have not yet built up a track record. |  |

## **Section 3: Governance and Control**

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| 1. What checks are undertaken on expenditure charged to projects to ensure expenditure is eligible and complies with grant terms and conditions? |  |
| 1. What kind of financial reports are available? To whom and how often are they issued? |  |
| 1. UKRI Grant Terms and Conditions include rules regarding what funds can be moved between different FEC fund headings. Do your systems prevent unauthorised virement and hence expenditure? |  |

## **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: |

## **Checklist of Attachments**

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| **Attachment** | **Included** |
| Evidence of legal status of organisation |  |