**UK RESEARCH AND INNOVATION fEC GRANTS
STANDARD TERMS AND CONDITIONS OF GRANT GUIDANCE**

This Guidance should be read alongside the Terms & Conditions and is to support Organisations in following UKRI's key processes and policies.

Standard Terms and Conditions of Grant Guidance Index

UKRI has launched new Grant Roles for people applying for funding on opportunities being run on UKRI's new Funding Service. This applies to opportunities being run from 22 May 2023.

Further information on the new Grant Roles can be found here:

https://www.ukri.org/publications/roles-in-funding-applications/roles-in-funding-applications-eligibility-responsibilities-and-costings-guidance/

RGC 1 Variation to Terms and Conditions
The latest version of the Terms and Conditions apply to both new and existing Grants unless stated otherwise, however these do not supersede any Specific Grant Terms and Conditions. For auditing purposes, the Terms and Conditions applicable at the time of the activity or purchase resulting in a subsequent charge to the Grant will apply. Where a change to Our Terms and Conditions requires a new policy and or process, We expect You to implement this within a reasonable timescale and as an interim We will expect You to take steps to mitigate against any risks that have arisen as a result of non-compliance due to changes to Our Terms and Conditions.

RGC 2 Accountability & Responsibilities of the Research Organisation
Any Organisation in receipt of UKRI grant funding must have a security management plan and hold relevant certification to provide an appropriate level of assurance. A robust set of controls, based on a cyber security risk assessment, must be implemented. A positive cyber-security culture should be achieved through a cyber security training programme for all staff and students and in line with UKRI's Trusted Research and Innovation Principles.

RGC 2.2 Any Research Organisation carrying out business in the UK is required to comply with the Modern Slavery Act 2015. You must take steps to ensure that operations and supply chains are trafficking- and slavery-free, including imposing substantially similar obligations to those in this guidance where You are permitted under the Standard Terms and Conditions of Grant and any Specific Terms and Conditions of Grant to subcontract your obligations, so that multi-level supply chains are addressed.

The Research Organisation must ensure that neither itself, its officers, employees, nor so far as it is aware any subcontractor or other persons associated with it, have been convicted of any offence involving slavery and human trafficking.

RGC 3 Research Governance
RGC 3.1 Research Ethics, Misconduct and Conflicts of Interest
Ethical issues should be interpreted broadly and may encompass, amongst other things, the involvement of human participants or remains, tissue or data in research, the use of animals, research that may result in damage to the environment, "dual use "research of concern" and the use of sensitive economic, social or personal data. Relevant professional codes of practice and ethical guidance provided by professional bodies should be followed. Further guidance on managing the risks of research misuse can be found at: https://www.ukri.org/who-we-are/mrc/our-policies-and-standards/research/managing-the-risks-of-research-misuse/

Research involving human participants or personal data that falls outside the UK Policy Framework for Health and Social Care Research, such as research within the sciences which, must meet the provisions and guidelines of the ESRC's Research Ethics Framework at: https://www.ukri.org/councils/esrc/guidance-for-applicants/research-ethics-guidance/framework-for-research-ethics/

You must report to us any investigations and their outcomes into research misconduct associated with the Grant within one month of deciding to undertake any formal investigation, and subsequently notify us of the findings and actions taken. You must provide information on Your management of research integrity and ethics as described at: www.ukri.org/publications/ukri- policy-on-the-governance-of-good-research-practice/.

RGC 3.2 Use of Animals in Research
You must comply with the provisions of the Animals (Scientific Procedures) Act 1986, and any amendments, where applicable and ensure that all necessary licences are in place before any work requiring approval takes place.

The expectations of researchers are set out in "Responsibility in the Use of Animals in Research" at: https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research.

Wherever possible, researchers must adopt procedures and techniques that avoid the use of animals. Where this is not possible, the research should be designed so that;
- The least sentient species with the appropriate physiology is used.
- The number of animals used is the minimum sufficient to provide adequate statistical power to provide a robust and reliable answer to the questions posed.

The severity of procedures performed on animals is kept to a minimum. Appropriate anaesthesia, analgesia and humane endpoints should be used to minimise any pain and suffering.

RGC 3.3 Health and Safety

Appropriate risk assessment must be taken where researchers are working on and off-site. This includes working internationally where there may different health and safety legal requirements. The Research Organisation must satisfy itself that all reasonable health and safety risks are managed and controlled. This includes reasonable adjustments to secure the health and safety of individuals who have pre-existing conditions as well as those whose circumstances change. Responsibility for completing suitable and sufficient risk assessment lies with the research organisation, UKRI expects that risk assessments will be completed by competent people and risk assessment control measures will be followed.

Research Organisations should have Health and Safety policies in place for all researchers in including pregnant and disabled people. Health and safety risk assessments should be carried out where necessary, and in a proportionate way, to consider the requirements of all individuals, including, where appropriate, to explore reasonable adjustments. For good practice that may be applicable, see: https://www.hse.gov.uk/disability/overview.htm

You are responsible for complying fully with the requirements of all regulatory authorities for the storage, use and transfer of all potentially harmful materials, including pathogenic organisms, and any additional provisions to safeguard security that may be specified by such authorities. You are also fully responsible for the management, monitoring and control of all research work funded by Us.

You should have clear policies and processes for considering dual use risks wherever and whenever they emerge, providing advice and guidance to staff and actively monitoring the progress of research where potential risks are identified. This may entail, for example, having mechanisms to call on expert advice or to convene expert groups (this might include individuals with scientific, biosafety, security and ethics expertise) to assess risks and benefits associated with projects of potential concern. You should also include provision of appropriate training and education to all staff working in areas where dual use issues could emerge and have policies in place to ensure staff and students can safely raise legitimate concerns.

Health and Safety of Participants

There must be effective and verifiable systems in place for managing research quality, progress, and the safety and well-being of patients and other research participants, in line with the UK Policy Framework for Health and Social Care Research (or equivalent). These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements. Further guidance on the conduct of medical research can be found on the MRC website: https://mrc.ukri.org/research/policies-and-guidance-for-researchers/

Research Organisations should also have policies in place for individuals to raise health and safety concerns; and to ensure that these are dealt with proportionately and quickly.

Any significant developments that affect safety and well-being of research participants must be assessed and mitigated as appropriate in a timely manner as the research proceeds (this may include suspending or terminating the research) and should be reported to the appropriate authorities and to Us. In the event of a serious incident we require that you inform us of this for risk purposes, and which should include but not be limited to:
- Death
- Serious injury
- Notifiable diseases
- Dangerous occurrences

RGC 3.4 Equality, Diversity and Inclusion

As per the FEC Grant condition, your approach to supporting equality, diversity and inclusion is expected to at a minimum meet all relevant legal obligations, including but not limited to those of the Equality Act 2010 in England, Scotland and Wales, and equivalent legislation in Northern Ireland.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society, including education settings. The protected characteristics (section 4) under the Act are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation. Disability may include physical or mental impairment

where the impairment has a substantial and long-term adverse effect on the individual's ability to carry out normal day-to-day activities. These characteristics are the grounds upon which discrimination may arise.

The Equality Act 2010 can be found at: https://www.legislation.gov.uk/ukpga/2010/15/contents

RGC 3.5 Safeguarding
Safeguarding is defined as taking all reasonable means to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect children and vulnerable adults from harm and to respond appropriately when harm does occur.

RGC 3.6 Bullying and Harassment
Please refer to grant condition.

RGC 3.7 Whistleblowing
You must have clear, well-publicised policies and processes in place that are consistent with good practice, which at a minimum must cover:
- The organisation's commitment to investigate the whistleblowing report and how it will protect the individual reporting the issue
- Reporting steps
- Internal and external reporting contact points

The National Audit Office Assessment Criteria for Whistleblowing policies provides useful guidance on how to both write Whistleblowing policies and assess the effectiveness of these.

RGC 4 Use of Grant
Grants funds include a provision for inflation based on the GDP Deflators published by HM Government. Subject to the Standard Terms and Conditions of Grant and any Specific Terms and Conditions of Grant, grant funds may be used without reference to Us, in such a manner as to best carry out the research.

Public funds should be deployed with due consideration to value for money, environmental impact, welfare and business needs across all activities.

All travel claims should evidence value for money alongside environmental impact, welfare and business need. Consequently, these should only include travel by standard class by train and economy class by air. Exceptions to this would be permitted where there is a justifiable health and wellbeing need and approved by the Research Organisation prior to purchase and evidence of this should be available. Consideration to the environmental impact of travel should be in line with the institutional policy.

Directly Incurred and Exceptions funds cannot be used to meet the costs of an activity that will fall outside of the end of the Grant Period, for example where travel falls after the end of the grant, the associated costs cannot be charged to the grant even if the travel booking can be purchased in advance.

RGC 4.6 For all members of Directly Incurred/Exceptions staff who work across more than one activity, i.e. where the individual is not working 100% of their time on one project, the following audit records must be maintained:

- Timesheets must be retained over the life of all UKRI funded projects, and these must be completed and authorised, as a minimum, by the relevant line manager in a timely manner to ensure records are accurate, but no later than two months after period end.
- Timesheets must include all activities the individual has worked on during the relevant period.
- Timesheets must be completed on an all hours worked basis totalling the cumulative hours per month (as a minimum time period), including any non-productive time e.g., annual leave.

RGC 5 Starting Procedures
RGC 5.1 Offer Acceptance
For successful grant applications a Grant Agreement setting out specific details of the grant, and an Offer Acceptance document, will be issued to the Research Organisation. To formally accept a Grant the Offer Acceptance document must be completed and returned within 10 working days of issue. This will result in a Grant Start Confirmation document and Payment Schedule being issued.

RGC 5.2 Start Confirmation
A Grant can be started with a cost that is incurred as a direct result of activity for the delivery of the Grant, this includes Directly Incurred, Directly Allocated or equipment costs, but not estates or indirect costs.

RGC 6 Extensions
Extensions will be limited to compensating the time that has been lost due to the delay. No contingency period should be requested as multiple requests may be submitted for ongoing issues occurring towards the end of the grant, until the final resolution date is known. Extension requests must include the reasons for the delay and explain how the extra time requested was calculated. The request should reflect the objectives that have been achieved to date and how any outstanding work will be completed within the new time frame.

Requests for extensions should be made via the appropriate funding system. These should be requested as soon as the requirement is identified and can be submitted at any point during an award but if possible, at least 3 months before the grant end date to allow time for the request to be actioned.

Reasons for extending your grant's end date might include:
•   parental leave
•   sick leave
•   change from full to part time
•   Travel restrictions without alternative option to achieve objectives
•   delays to equipment/facility availability
•   jury service
•   recruitment delays
•   delay in obtaining ethical approval permits
•   Bereavement

When submitting your request for a no-cost extension, the justification must include confirmation of whether the project will involve animal or human participation during the extended period. If animal or human participation will occur during the extended period, your request must also include confirmation that any associated costs can be met by the grant budget. No-cost extension requests that do not include this confirmation, or which confirm that such costs cannot be met by the grant budget, may not be approved.

Recruitment Related Delays: Where additional time is required in order to offer a suitable duration of contract when a vacancy happens towards the end of a grant, the request should include details of the work to be carried out during this period. For time being requested to cover recruitment or training of a new appointee replacing a post vacated unexpectedly, dates and an explanation must be provided for the individual parts of the extension as to why this is being requested. For example:

"Staff Member left; recruitment took two months with the new appointee starting after three months of actual vacancy. We would like to request an additional two months for training the new appointee, giving an overall extension request of five months".

General: For absence occurring towards the end of a grant, but where the person is to return to work on the project, a request can be submitted via the appropriate funding system for an extension to cover the time taken to date, with a further request submitted for the remainder when the person returns, and the date is known. This will ensure that the grant does not end before the full length of the absence is known.

Extensions will not normally be permitted for reasons including, but not limited to:
• to use unspent funds on supplementary work not specified in the original grant as awarded.
• to allow additional papers to be completed and submitted to conferences/journals.
• to bridge employment of key staff- keeping them employed until a new (unrelated) grant starts which will employ them.
• to allow invoices to be received while the grant is live (invoices for spend occurring during the grant duration can be received in the three-month period between the end date of the grant and the final expenditure statement due date).
• to allow attendance at additional conferences unless a case is made outlining the enhanced impact this would create.
• enabling linked projects to finish together.

RGC 7 Monitoring

Suspensions: A grant suspension should be requested when all work and expenditure has temporarily ceased on a grant. This could be because of reason including, but not limited to:

- staff have gone on parental leave and there are no other members of staff actively working on the grant.
- major building issues, for example fire, which mean that all work has ceased on the grant and is unlikely to resume soon.
- In both instances, a suspension should be requested through the appropriate funding system. A request to resume the grant, and a further separate request for a no cost extension for the period that work on the project had stopped, can be submitted if needed once the grant has been resumed.

When submitting your request, the justification must include confirmation that your project will not incur any costs associated to animal or human participation during the suspended period. Suspension requests that do not include this confirmation, or which confirm that such costs will be incurred during the suspended period, will not be approved.

RGC 7.1 Changes to Project

You must consult us in the event of any major change that may affect the progress or delivery of the proposed research, including:

- failure to gain access to research facilities and services.
- failure to gain ethical committee approval for the research.
- removing or adding a work package.
- changing the fundamental research question being investigated.

In addition, for research involving the use of animals or human participation, any substantive changes to the experimental design that was originally endorsed by the awarding Board or Panel which might subsequently impact on the ethical characteristics of the award must be authorised by Us. Such changes would include, but may not be limited to, the use of different animal species and/or significant changes to the experimental design or clinical protocol.

It is the responsibility of the Research Organisation to manage the resources on the grant, including the staff, and We do not need be consulted if staffing levels on the grant are changed. However, a proportionate reduction should be made in the value of Estates, Indirect Costs and Infrastructure Technicians claimed by the Research Organisation in the following circumstances:

- a post that attracts these costs is not filled.
- a staff member who attracts these costs leaves more than six months before the end of the period for which the post was funded and is either not replaced or is replaced by a category of staff that does not attract the costs e.g. associated student.

RGC 7.2 Transfer of a Grant to another Research Organisation

The relinquishing Research Organisation must send a request via the appropriate funding system if the Grant Holder intends to transfer to another organisation, detailing why and when the grant needs to be transferred. We will wish to be assured that satisfactory arrangements have been agreed that will enable the project to be undertaken and to continue in accordance with its research objectives, including the provision of the required facilities. The new Research Organisation must be eligible to receive funding from UKRI; please note that transfers to European universities may be covered by the Money Follows Researcher Agreement.

If suitable arrangements cannot be agreed, We will consider withdrawing our support or terminating the grant.

Where there is a basis for continuing involvement by the relinquishing organisation, agreement should be reached between both organisations on the apportionment of work and the distribution of related funding.

All unspent funds will be offered to the new organisation in the Offer Acceptance. Grant funding will not be revised on account of transfers; the new receiving organisation will be required to confirm, by return of an Offer Acceptance, that it will provide any additional resources needed to complete the project.

Please note that the transfer of a grant is not a quick process to carry out as the grant will need to be reconciled at the original Research Organisation before the remaining funds can be transferred to the new

Research Organisation. Please allow at least four months for this process to be completed from the date of the request being made.

Grant transfer requests cannot be created and submitted when a grant has not yet started (i.e. the status of the award is 'announced'). In these circumstances, please contact the awarding Council for further advice.

RGC 7.3 Change of Grant Holder
For Research Grants, the Research Organisation must consult Us via the appropriate funding system if it is proposed to change the Grant Holder, for example following retirement or resignation. We will wish to be assured that the replacement Grant Holder meets the eligibility criteria and has the expertise and experience to lead the project to a successful conclusion, in accordance with its research objectives. The Research Organisation must ensure that they have carried out their eligibility checks and considered any grant specific conditions before submitting a request to change the Grant Holder.

A fellowship grant is awarded on the basis of a named individual's suitability to undertake and benefit from the period of research, therefore changes to the Grant Holder are not permitted. The resignation of the Research Fellow, or the termination of their employment, constitutes the end of the grant for the purpose of submitting a Final Expenditure Statement and Our financial liabilities.

RGC 7.4 Research Monitoring and Evaluation
You must use UKRI's specified online system to submit information for monitoring purposes on the outputs and outcomes of the Project during and for some years after the expiry of the Grant Period. Further information on reporting requirements can be found on the UKRI website: https://www.ukri.org/manage-your-award/reporting-your-projects-outcomes/. In addition, UKRI may authorise an affiliate organisation to contact the Grant Holder or other project partners on its behalf to request further information on the project, or to participate in an event.

RGC 7.5 Disclosure and Inspection
We shall be entitled to inspect any financial or other records and procedures associated with the Grant as are reasonably required to verify the regularity and propriety of Grant expenditure, or to appoint any other body or individual for the purpose of such inspection. This includes expenditure by Third Parties associated to the Project. Examples include:
- Annual report & accounts
- External audit management letter
- ISA260 – Communication with those charged with governance
- Related internal audit reports

RGC 8.0 Staff
Providing that it is related to the research project on which they are currently working, Research staff and Fellows may, during normal working hours, undertake teaching and demonstration work, including associated training, preparatory, marking and examination duties, and NHS clinical sessions for up to an average of 6 hours a week (pro rata for part-time staff) calculated over the period that they are supported on the grant.

RGC 8.1 Employment
Recruitment costs for staff directly related to the project, excluding project leads and co-leads, may be charged to the project as Directly Incurred providing that they occur after the date of the agreement.

Employment related costs including maternity, paternity and sick pay for staff costed as directly allocated may not be requested, as we expect these to be covered by the Research Organisation. Redundancy costs, costs for reimbursing staff for annual leave not taken and proposal preparation costs cannot be charged for any staff as these are covered within indirect costs, regardless of whether they are costed as Directly Allocated, Directly Incurred or Exceptions.

Merit pay and bonus award schemes offered by a Research Organisation for their employees are not considered to be a direct research cost and therefore cannot be charged to the grant.

Relocation costs may be permitted for Research Staff who are working 100% of their contracted time on the project, including those that are recruited after the start date of the grant, provided the Research Organisation has a general policy in place to pay relocation costs and this is not already included as part

of indirect costs. No additional funds for such costs will be given.

RGC 8.2 Career Development
The Research Organisation must create an environment in which research staff are selected and treated on the basis of their merits, abilities and potential. It must ensure that reliable systems and processes are in place so that the principles of the 2019 Concordat to Support the Career Development of Researchers are embedded into practice within the Research Organisation. You must ensure compliance with all relevant legislation and Government regulation, including any subsequent amendments introduced while work is in progress.

RGC 8.3 Parental Leave
Staff, including Fellows, costed as Directly Incurred will receive parental leave/pay from their Research Organisation (RO) based upon their RO contract of employment for their parental leave period.

The net cost that We will reimburse to the Research Organisation to cover any additional net parental leave costs, as defined in the Terms and Conditions, is the amount paid to the individual less the amount the Research Organisation can recover for Statutory Maternity Pay and Statutory Adoption Pay from HMRC.

The Research Organisation can claim from Us the net parental leave pay for the duration of the person's parental leave that falls before the original grant end date, e.g. if parental leave begins 2 months before the original grant end date then the RO can claim for the net parental leave costs for those 2 months.

The Grant can be extended by the period of time to cover both the parental leave, and the remaining additional time, e.g. 2 months, to enable the Grant to be completed unless there are time dependencies.

RGC 8.4 Sick Leave
Staff, including Fellows, costed as Directly Incurred will receive sick leave / pay from their Research Organisation (RO) based upon their RO contract of employment for their sick leave period.

The net cost that We will reimburse to the Research Organisation to cover any additional net sick leave costs, as defined in the Terms and Conditions, is the amount paid to the individual less the amount the Research Organisation can recover from HMRC. These additional costs must be claimed under the "Absence" heading on the Final Expenditure Statement.

The Research Organisation can claim from Us the net sick leave pay for the duration of the person's sick leave that falls before the original grant end date, e.g. if sick leave begins 2 months before the original grant end date then the RO can claim for the net sick leave costs for those 2 months.

The Grant can be extended by the period of time to cover both the sick leave, and the remaining additional time, e.g. 2 months, to enable the Grant to be completed unless there are time dependencies.

Other Leave
Staff may be entitled to time off to help a dependent in an emergency or bereavement leave, additional to parental and sick leave as per the terms and conditions, and should be based upon Your own policies. If Your organisational policy is to pay for such leave, this should be covered by indirect funds and within the original cash limit of the grant. No additional funds can be claimed for such costs.

RGC 9 Equipment
RGC 9.1 Procurement of Equipment
The procurement of equipment, consumables and services, including maintenance, must comply with all relevant national and EU legislation; accepted procurement best practice in the higher education sector must also be observed. Where applicable, consideration should be given for energy efficiency and waste minimisation in line with good practice. Where the contract value is more than £25,000 (excluding VAT) professionally qualified procurement staff must be consulted before the procurement process begins and if necessary, they must approve the order/contract before it is placed with a supplier.

Any proposal to purchase an item of equipment in the last 6 months of the Grant is subject to prior written approval by Us. We will wish to be assured that the item of equipment remains essential to the research.

Items of equipment dedicated to the project costing less than £25,000 should not be charged under the

Equipment heading.

Energy Efficiency in Procurement
When purchasing equipment to support research consideration must be given to energy efficiency e.g. ensuring the purchased power capability or size of a product does not excessively exceed need.

Where applicable, applicants should seek to purchase powered equipment with good energy efficiency ratings. Current energy labelling can assist when making procurement decisions or specifying energy efficiency within product requirements, including but not limited to:
- Energy Star rating
- EU Energy Label
- EU Ecolabel

The Carbon Trust and S-Lab provide good practice guidance on how to build energy efficiency into procurement decisions.

Waste Minimisation in Procurement
When selecting and procuring equipment to support research you should consider the waste hierarchy: Prevent – Reduce – Reuse – Recycle – Other Recovery – Disposal.

Through effective research planning and procurement you should look to reduce generation by making informed procurement decisions. Questions to consider may include:
- What are the disposal costs likely to be for the equipment?
- How the equipment will be treated once it is no longer required – could it be safely reused or recycled?
- Through research design and smart procurement decisions, how could the use of consumables be reduced? For example, using refillable consumables or built-in recovery systems.
- How to avoid excessive packaging associated with equipment and what options and what options does the supplier provide to 'take back' and/or recycle packaging.

The Waste Action Resource programme (WRAP) provided good practice guidance on how to reduce waste generation and apply the waste hierarchy.

RGC 9.2 Ownership of Equipment
Where there is spare capacity in the use of the equipment, We expect this to be made available to other users. Priority should be given to research supported by UKRI and to UKRI funded students.

A relevant share of the annual costs of the equipment may be charged to each Grant involving use of the equipment. This may be either Directly Incurred if usage by each project is auditable and charged based on actual usage, or Directly Allocated if based on estimates. Under TRAC the annual costs include depreciation, which is then deducted from the estates costs. Note that if the equipment was originally purchased with funding from Us, then in accordance with TRAC methodology the actual depreciation would not have been charged to the estates cost in the first place, so by deducting it, the total FEC of the project includes no net charge for this depreciation.

After the research project has ended, the Research Organisation is free to use the equipment without reference to Us, but it is nevertheless expected to maintain it for research purposes for as long as is practicable.

RGC 9.3 Equipment Data
Please refer to grant condition.

RGC 10 Financial Reporting
General: When completing an Expenditure Statement, expenditure shown in the Directly Incurred and Exceptions headings must show the actual expenditure incurred by the Grant. Settlement by Us will reflect the proportion of fEC stated in the award letter applied to actual expenditure, providing this is within the Grant cash limit.

For the Directly Allocated and Indirect Costs headings we will pay the amount that is shown as requested, providing this is within the Grant cash limit and that the Grant ran its full course.

Where a Grant is terminated more than 6 months before the planned end date a pro rata share will be paid. Where a Grant terminates within 6 months of the planned end date, estates and Indirect Costs will be paid in full, but project lead and co-lead costs and Other Directly Allocated Costs will be paid pro rata. A proportionate reduction will also be made in the value of Estates, Indirect Costs and Infrastructure Technicians claimed by the Research Organisation in the following circumstances:

- a post that attracts these costs is not filled.
- a staff member who attracts these costs leaves more than six months before the end of the period for which the post was funded and is either not replaced, or is replaced by a category of staff that does not attract the costs e.g. associated student.

Costs arising from parental or sick leave should be identified in the Absence heading of the statement.

International Expenditure: UKRI have introduced a new attachment to the Final Expenditure Statement (FES) to capture funding going overseas. Any UK or overseas research organisation submitting a FES for a grant on or after 1 October 2018 that has involved distributing funding to any non-UK organisation (both as a lead organisation or as a sub- contractor), is required to complete the following attachment and submit it along with their FES. Please only include funds paid directly to the organisation. It is not necessary to include, for example, travel and subsistence claims paid direct to individuals.

FES Attachment for International Funding: www.ukri.org/apply-for-funding/manage-your- funding-award/additional-reporting-for-non-uk-based-organisations/

Due Date Extensions: If there are exceptional reasons that will prevent submission of the expenditure statement by the due date, a written request may be made via the appropriate funding system for the submission period to be extended. This must be submitted before the due date passes.

Supplementary Expenditure Statement (SES): Where a Research Organisation has identified an error with their original Final Expenditure Statement (FES), they can submit a request for a Supplementary Expenditure Statement (SES). Requests for a SES must be made via the appropriate funding system within 60 days of when the reconciliation payment has been paid. If the Research Organisation fails to submit their Grant Maintenance Request within this 60-day deadline, the request will be rejected. All ineligible expenditure which has been identified on a Grant must be returned, including errors where too much funding has been claimed, regardless of the length of time that has passed since the error occurred.

Annual Statement: If an Annual Statement has been issued, the Research Organisation must confirm by returning the Statement that:

- Expenditure has been incurred in accordance with the grant conditions
- That grants showing as 'current' are continuing.

No further payments will be made until the Annual Statement has been received and accepted by Us.

RGC 11 Sanctions
Please refer to grant condition.

RGC 12 Exploitation, Impact and Acknowledgement
Every reasonable effort should be made to ensure that intellectual assets obtained in the course of the research, whether protected by intellectual property rights or not, are used to the benefit of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences, for example to inform potential users and beneficiaries of the research.

Where the grant is associated with more than one Research Organisation and/or other project partners, the basis of collaboration between the organisations including ownership of intellectual property and rights to exploitation, is expected to be set out in a formal collaboration agreement. It is the responsibility of the Research Organisation to put such an agreement in place. The expectation is that collaboration agreements (CA) are in place within six months of the grant start date. Where a project may be at risk without a formal CA in place before the project begins, additional grant specific conditions of for the individual award will specify it that a CA must be in place either before the project begins or within a specified timeframe, in the additional T&Cs. A signed CA can be requested by UKRI Funding Assurance at any point in time after six months of the grant start date.

Arrangements for collaboration and/or exploitation must not prevent the future progression of research

and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication of research findings is acceptable in order to allow commercial and collaborative arrangements to be established.

In individual cases, We reserve the right to retain ownership of intellectual assets, including intellectual property (or assign it to a third party under an exploitation agreement) and to arrange for it to be exploited for the national benefit and that of the Research Organisation involved.

Should this right be exercised, further details may be set out in an additional grant condition if the intellectual property or asset is foreseen before the grant is awarded.

There should be suitable recognition and reward to researchers who undertake activities that deliver benefit through the application of research outcomes. The Research Organisation must ensure that all those associated with the research are aware of, and accept, these arrangements.

Research publications must acknowledge funding received from UKRI Research Councils. This includes, but is not limited to, research articles published in journals, conference proceedings and publication platforms, and monographs, book chapters and edited collections, and includes versions of outputs deposited institutional or subject repositories. Please see details on how to acknowledge funding at https://www.ukri.org/manage-your-award/publishing-your-research-%20findings/acknowledging-your-funding/#contents-list

UKRI issues block grant funding to Research Organisations as a contribution towards open access costs for publication in scope of the UKRI open access policy requirements for research articles, therefore such costs cannot be included with the application for funding.

Open access requirements for longform publications that acknowledge funding from UKRI Research Councils apply from 1st January 2024. UKRI operates a dedicated fund as a contribution towards open access costs for publications in scope of the UKRI open access policy requirements for longform publications, therefore such costs cannot be included with the application for funding. Organisations are also no longer permitted to include costs associated with publishing open access longform outputs in their calculations of indirect cost rates. Further information about UKRI's open access requirements and funding can be found here: https://www.ukri.org/publications/ukri-open-access-policy/

Regarding costs associated with clearing rights for third-party materials in longform publications, these should continue to be included in the application for funding where possible and where the cost will be incurred during the lifetime of the grant. Funding for these costs may also be available via Our dedicated open access fund, see here for further details: https://www.ukri.org/manage-your-award/publishing-your-research-findings/open-access-funding-and-reporting/

Where there is likely to be significant public or media interest, the Grant Holder may wish to provide Us with advance notice and sight of any public communications, via the Research Organisation, for review and support.

RGC 13 Disclaimer
Please refer to grant condition.

RGC 14 Status
For clarity, all sub-contracts that sit under a UKRI Grant must be subject to the exact same terms and conditions of the UKRI Grant. This includes jurisdiction and applicable law, meaning that any changes to the UKRI Grant resulting from a change in government policies will also apply to any sub-contracts.

Costings Information
a) Full Economic Costing
The principle behind Full Economic Costing (FEC) funding is that Research Organisations should indicate in their grant proposals the full economic cost of a project. We will then pay a fixed percentage of 80% of this sum unless stated otherwise, which includes an attribution of the cost of academic staff time, and the Research Organisation's facilities, estates & indirect costs. This helps institutions to understand the full costs of the research they carry out and supports their research activities on a sustainable basis, with appropriate investment in research infrastructure, including buildings, facilities, and staff.

Research organisations, in accepting an FEC grant, undertake to provide the remaining 20% from their own resources.

Where part funding for a project has been committed from another external source such as a project partner, this contribution will be treated as additional to FEC. You can apply to Us for the full economic cost of the remaining resources required to complete the project, We will then contribute 80% of this cost.

b) Exceptions
Associated studentships: Associated studentships are funded at 100% of the standard values of stipend and fees agreed by Us each year. Postgraduate training is not included within the FEC methodology therefore students must not be counted in the FTE when charging estates and indirect costs on the application form as; nor should any project lead or co-lead time be funded on the grant to cover provision for student supervision. Any other eligible resources requested for the project student as part of the grant proposal (such as equipment, travel, consumables) will be funded at the standard 80% rate.

Other: Externally contracted social surveys are funded within the Exceptions heading at 100%, other subcontractor costs will be funded at the standard 80%. Other specific FEC exceptions may be specified at funding opportunity level.

c) Directly Incurred and Directly Allocated Costs
Directly Incurred costs (DI) are those costs that are explicitly identifiable as arising from the conduct of the research, these should be charged on the basis of the cash amount spent and must be verifiable and auditable from Your accounting records. Directly Allocated costs (DA) are shared costs charged on estimates, and therefore not represent directly auditable costs on a project-by-project basis.

d) Staff Time Costs
The cost of a teaching replacement cannot be requested, as it is considered to be related to teaching and not research. fEC only relates to research, and the underlying principle is that the full cost of the project should be calculated including the cost of researcher's time.

We will fund project leads and co-leads up to 100% of their salary, which is determined as a maximum of 37.5 hours a week, 44 weeks per year, 1650 hours a year. Whilst project leads and co-leads can indicate that they will spend more than this time on grants, they cannot charge more than this time and we encourage maintaining a work-life balance.

We will seek assurance at organisation level that the costs paid for project leads and co-leads are in balance with total time attributed to grants, however we accept the need for flexibility in relation to individuals because of the difficulties of estimating both time and likelihood of success of applications.

Project lead and co-lead's time can be charged as either Directly Allocated or Directly Incurred, see Pre-Award Directly Incurred and Pre-Award Directly Allocated headings below for further information.

Research Organisations can choose to either use average band salaries, or actual values for salaries as long as they are consistent with the organisation. Please see TRAC guidance for details.

UKRI pay up to 100% of staff salary costs which includes National Insurance, Superannuation and the Health and Social Care Levy.

Peer reviewers will see all costs, which will include a salary figure, but, if Directly Allocated, they will not know how it has been calculated (i.e. actual or banding).

In order to avoid double funding a research grant proposal should not seek to duplicate any funding of all or part of a salary that a project lead or co-lead already has in place from any other externally sponsored projects supported from public funding, examples include research grants, centre grants, fellowship grants funded by Us, government departments or publicly funded learned societies.

Where a project lead or co-lead's salary is fully supported in this way, the proposal should show the amount of time to be spent on the grant, but with zero hours charged to the grant. If the investigator is unpaid or receives salary wholly funded through non-FEC sources, their time can still be charged to the grant for the purpose of determining estates, infrastructure technicians and indirect costs. In this case, the relevant amount of time to be charged to the grant should be shown, but with a zero salary.

Technician support can be applied for in one of three ways:

I. Access to a pool of technician effort – Pooled staff costs can be based on estimates and included within the Directly Allocated fund heading. Justification must be included for the time required and be charged on a cost per hour basis. Alternatively this staff effort can be based on actual amounts of time to be spent on the project, and charged as Directly Incurred.

II. Specific (named or unnamed) technician posts – the proposal should include full details of staff costs and amount of time required. This can be included within the Directly Incurred (requiring timesheets if not working 100% of contracted time on the grant) or Directly Allocated fund heading.

III. Infrastructure technicians – if your institution has calculated infrastructure technician rates (separately from estate rates), they should be added to the proposal in the same way as estates and indirect rates, which is as a standard rate/research FTE. The inclusion of a charge for infrastructure technicians, along with the per-FTE rate in use, does not need to be justified and will not be assessed.

Research Software Engineers may be included as support staff. However, it is up to the Research Organisation to decide how these posts are attributed, either as:

- Directly Incurred, where (unless they have been given an academic research contract) the proposal would identify them under 'Other' Staff costs and time would be accounted for by the appropriate time sheets (if not 100%).

- If the Research Organisation views them as Directly Allocated then they can be costed under Directly Allocated costs.

Home working/Overseas
Research Staff, excluding project leads and co-leads, employed on a grant are able to work remotely, including homeworking and from overseas, on a permanent basis if the research project allows as long as organisational policies are adhered to. You continue to be wholly responsible for their terms and conditions of employment as set out in RGC 8.1, including any additional laws for overseas staff. UKRI expect Staff employed on a grant who are permanently based remotely and/or overseas are able to meet their objectives and that they will be fully supported to carry out their role and have access to appropriate facilities. UKRI may, at any time, request assurances that You are supporting such arrangements and are able to demonstrate and evidence the staff member is being fully supported to carry out their role. Where a staff member is recruited to work permanently overseas or remotely, You are responsible for informing UKRI of their working location, including if their location changes mid-way through the grant project.

Where staff are recruited to work remotely and/or overseas on a permanent basis by a UK Research Organisation, estates costs should not be charged to the grant. Indirect costs may be included in the funding application for these individuals. Some exceptions may apply where staff are employed at overseas units and institutes and you should refer to the eligibility criteria and specific funding opportunities. If a member of staff is employed as a percentage of their time remotely / overseas, estates costs should be commensurate to their time where they are working 100% of their time at the Research Organisation.

Where staff are recruited by an overseas Research Organisation, estates and indirect costs should not be charged to the grant. Some exceptions may apply, and you should refer to the eligibility criteria and specific funding opportunities.

e) Directly Incurred
Costs may be requested under Directly Incurred if they meet the general requirement that they are project-specific, auditable costs. Fellow's time should be charged as Directly Incurred.

Project lead and co-lead costs can be charged to a project as Directly Incurred (DI) if their time spent on the grant is auditable, this includes project leads and co-leads who are either contracted to work 100% on the project or where timesheets are used. Directly Incurred project lead and co-lead costs can be vired with other Directly Incurred costs. However any additional costs incurred over budget will need to be met out of the Research Organisation's own resources.

Childcare: The costs of additional childcare, beyond that required to meet the normal contracted requirements of the job and which are directly related to the project, may be requested as a Directly Incurred cost if the institutional policy is to reimburse them. However, childcare costs associated with normal working patterns may not be sought.

Visas, Immigration Health Surcharge (IHS) and Certificate of Sponsorship: Visa costs, including the IHS and Certificates of Sponsorship, incurred as a direct result of an individual being employed as Directly Incurred (DI) staff for at least 50% of their contracted time, can be charged to the grant. Visa costs for family members cannot be charged to the grant. Costs incurred by individuals recruited to DI posts after the grant start date are eligible if they meet the minimum 50% time requirement. All costs must be met within the original grant cash limit. Funds can be utilised from other DI or indirect funds to cover these costs. Contingency costs for unknown researchers at point of application are not eligible.

Project Partners: In general 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.

Other costs: In most cases laboratory consumables such as gloves and blue roll, as well as office consumables such as photocopying, printing, postage, general transport costs, stationery, computer consumables and telephone costs, and also utilities costs, are not expected to be accounted for at the project level and should be found from indirect costs. However, items of this type may be charged as directly incurred where use is exceptional (for example, high electricity use). These exceptional costs would then need justification in relation to the research need; and there should be a clear statement indicating that these are separately accounted for and charged to the project as actual costs.

Equipment costing less than £25,000, and other items that are dedicated to the project including grant specific consumables, books, survey fees, purchase/hire of vehicles, or recruitment and advertising costs for staff directly employed on the project, should be added as Directly Incurred under the "Other Costs" heading. The Research Organisation is expected to provide laptops for staff on continuing contracts; We define a continuing contract position as being where a person is already employed by the Research Organisation and is then moved to work on the grant, and therefore are not employed only for the purpose of working on the grant. Laptops may only be costed where a new member of staff who is employed purely for the grant will require this, if a person is employed by the Research Organisation (RO) to work on multiple projects then the RO cannot charge a laptop to the grant for that person, unless a higher specification of laptop is required for the completion of specific grant related activities such as data modelling, enhanced graphics etc.

Insurance costs are expected to be included as part of indirect costs, but may be requested as directly incurred costs where it can be shown that the cost arises specifically as a result of the project funded by the grant, is not covered by existing institutional policies, and is separately identifiable and audited.

Carbon offsets are not considered to be a direct research cost and will not therefore be funded on grants; further information can be found on the UKRI website and its position statement, https://www.ukri.org/publications/ukri-position-statement-on-carbon-offsetting/

Alcohol is not permitted and should not be sought as an eligible cost.

f) Directly Allocated

Directly allocated (DA) costs are costs of resources on a project, where the resources are also shared by other activities and projects, these costs should be based on estimates and should not change during the project life. Laboratory technicians, major research facilities, and estates fall under this category. Charge-out rates for each of these items should be estimated by applying the charge rate to researcher Full Time Equivalents (FTEs) to derive an estimated cost for each project.

Under Directly Allocated, no record of actual costs at a project level is required during the project life. These costs cannot be vired, i.e. budgets cannot generally be transferred between fund headings when accounting for spend to sponsors. Indirect costs are not directly related to any one project or activity, but

are a necessary part of the costs of undertaking an activity. These costs are attributed to projects through a proxy – £/FTE.

Where project lead or co-lead costs are based on estimates and therefore an auditable record cannot be provided, these costs should be charged as Directly Allocated. We will pay Directly Allocated Investigator costs based on the estimates shown in the Grant Agreement, unless the grant has been affected by cancellation, early termination or financial sanction.

Costs **should** appear on only one of the three categories (DI, DA or indirect) – there **should not** be any double counting.

g) General Costing
Estates costs cover those costs related to buildings and premises, including capital (depreciation), maintenance, utilities costs, cleaning, security and safety.

TRAC is a process of taking institutional expenditure information from consolidated financial statements, adding a margin for sustainability and investment to represent the full 'sustainable' cost of delivery, and then applying cost drivers (such as academic staff time allocation and space usage) to allocate these costs to academic departments and to specific activities.

TRAC dispensation default rates can be used by institutions that have less than £3M annual research income from public sponsors. TRAC default rates are reviewed annually by representatives of UKRI and the UK HE funding bodies; further information can be found on the UKRI website: https://www.ukri.org/about-us/policies-standards-and-data/funding-assurance-programme/

The Full Time Equivalent (FTE) of individuals in non- research roles on the project, including infrastructure technicians and associated studentships, should not contribute to the indirect and estates costs on a project that is claimed from UKRI. The FTE used as the multiplier for indirect and estates costs must be based on research roles on the project, this includes those acting as researchers, project lead or co-lead and visiting researchers. In addition, indirect and estates costs may be claimed for technicians, pool technicians, specialists and professional enabling staff costed to applications submitted to opportunities launched on or after 22nd May 2023. Further information on roles and costs can be found on the UKRI website: https://www.ukri.org/publications/roles-in-funding-applications/roles-in-funding-applications-eligibility-responsibilities-and-costings-guidance/. Institutions must ensure that where roles are eligible to attract indirect and estate costs, this is fully considered in their TRAC /fEC methodology to avoid double counting.

Where a research project involves periods of more than six months away from the home institution for one or more research staff, indirect costs may be included within the funding application for those individuals, including for the time away. Estates charges should be included for the period of absence only if the researchers concerned are working at another UK Research Organisation eligible to receive funding from Us. Under such circumstances, We would expect the grant-holding organisation to pass the relevant share of estates costs to the organisation hosting the staff. Where an individual will be working at a non-eligible organisation for a period of six months or more, estates costs should not be charged for the period of absence. Absences for periods of less than six months do not require a reduction in estates costs.

Project costs which are calculated based on a formula funding methodology, whereby the cost of certain resources such as travel and subsistence and support staff are calculated algorithmically, are not permitted. The full cost of the research must be indicated, with resources requested at the required level and justified in the funding application.

h) Cost Justification
All resources requested to carry out a project must be justified in the appropriate application section – 'justification of resources' (Je-S Portal) or 'resources and cost justification' (Funding Service). document and case for support. This includes all directly incurred costs, project lead and co-lead effort, use of pooled staff resources and access to any research facilities and equipment.

Estates, Indirect and Infrastructure Technician costs do not need to be justified within the funding application.

UKRI Funding Services
UKRI Funding Services provides support for System users and the administrative and transactional activities related to research funding for grants, studentships and fellowships, in support of the following seven UK Research and Innovation (UKRI) Councils:

Arts and Humanities Research Council (AHRC)
Biotechnology and Biological Sciences Research Council (BBSRC)
Economic and Social Research Council (ESRC)
Engineering and Physical Sciences Research Council (EPSRC)
Medical Research Council (MRC)
Natural Environment Research Council (NERC)
Science and Technology Facilities Council (STFC)

The gateway for engagement between research community and UKRI is through the Je-S portal or the new Funding Service. It is through these systems:
- that applications are submitted
- review documents are exchanged
- grant offers are issued and accepted
- amendment requests are submitted
- payments are tracked and expenditure statements received.

The grants service depends on close cooperation between the research councils and will:
- respond to all enquiries within 10 working days of receipt
- communicate decisions within agreed timescales*
- give notification of decisions within agreed timescales*
- make timely payments*
- maintain up-to-date information in the funding system
- seek feedback from all stakeholders
- acknowledge receipt of complaints promptly and aim to resolve those about the Grants Team services within 10 working days of receipt.

* Timescales and specific arrangements are agreed between relevant research councils and the Grants Team. Please note that timescales and arrangements may differ depending on the nature of the funding.

Contact points

Online Support for the Je-S System users
Je-S Helpdesk Tel: 01793 444164 Email: JeSHelp@je-s.ukri.org

Please contact the Je-S Helpdesk for assistance with using Je-S or have questions regarding its use. The Helpdesk is staffed Monday to Thursday 8:30 am to 5pm and Fridays 8:30am to 4:30pm

Online Support for the new Funding Service users
Telephone: 01793 547490
Email: support@funding-service.ukri.org

Operations Team
Grant Acceptance, Offer and Management
Tel: 01793 867121
Email: grantspostaward@funding.ukri.org

Contact this team for:

- Support of "Active" Grants through their life cycle e.g. Grant transfer requests, Grant extension requests, Deliverable extension requests and Grant transfer requests.
- Grant payments
- Final reconciliation of Grants
- Preparation of Grant offer

Annex A: Definitions

Project co-lead: A person who assists the Grant Holder in the management and leadership of the Project.

Council: Any of the bodies listed under the Introduction.

Directly Allocated Costs: Costs of resources used by the Project that are shared by other activities. They are charged on the basis of estimates rather than actual costs and do not represent actual costs on a project by project basis.

Directly Incurred Costs: Costs that are explicitly identifiable as arising from the conduct of the Project which are charged as the cash value actually spent and are supported by an audit record.

End of Award Report: A report which the Grant Holder must provide at the end of the Grant Period, detailing the outputs, outcomes and impacts of the project to date.

Exceptions: Directly Incurred Costs that Councils fund at 100% of fEC subject to actual expenditure incurred, or items that are outside fEC.

Fellowship Grant: An award made through a fellowship competition providing a contribution to the support of a named individual. It covers the cost of the time dedicated by the fellow to their personal research programme, and may or may not include research support costs.

Full Economic Costs (fEC): A cost which, if recovered across an organisation's full programme, would recover the total cost (direct, indirect and total overhead) including an adequate recurring investment in the organisation's infrastructure.

Funding Assurance Programme: A programme of visits and office based tests by UKRI to seek assurance that grant funds are used for the purpose for which they are given and that grants are managed in accordance with the terms and conditions under which they are awarded Gran Support for a proportion of the full economic costs of the Project. A Grant may be either a Research Grant or a Fellowship.

Grant: Support for a proportion of the full economic costs of the Project. A Grant may be either a Research Grant or a Fellowship.

Grant Holder: The person to whom the Grant is assigned and who has responsibility for the intellectual leadership of the Project and for the overall management of the research funded by the Grant.

Grant Period: The duration of time between the Project start and end date.

Grant Terms and Conditions: The Standard Terms and Conditions of Grant together with the Specific Terms and Conditions of Grant that together comprise the basis on which the Grant is awarded to the Research Organisation.

Indirect Costs: Non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated Costs. They include the costs of the Research Organisation's administration such as personnel, finance, IT, legal, general laboratory, office consumables, library and some departmental services.

Je-S: Joint Electronic Submissions system used for the submission of Grant related information.

Offer Acceptance: A document to be completed and returned by the Research Organisation either accepting or declining the Grant.

Grant Agreement: An official document setting out specific details of the Grant, including the Project start and end date, Grant value and any Specific Terms and Conditions of the Grant as required by the relevant Council.

Official Start Date: The official start date of the Grant, as set out in the Start Confirmation.

Project: The project funded by the Grant as set out in the Grant Agreement.

Project Partner: A collaborating organisation who will have an integral role in the proposed research. This may include direct (cash) or indirect (in-kind) contributions such as expertise, staff time or use of facilities. Project partners may be in industry, academia, third sector or government organisations in the UK or overseas, including partners based in the EU.

Research Grant: A contribution to the costs of the research Project which has been assessed as eligible for funding through the procedures established by the relevant Council.

Research Organisation (RO)/Grant Awardee: The organisation to which the Grant is awarded and which takes responsibility for the management of the Project and accountability for funds provided.

Research Worker: Any person or third party working in any capacity on the Project.

Specific Terms and Conditions of Grant/Specific Conditions: The specific conditions of grant required in addition to the Standard Terms and Conditions on a Grant by an individual Council of UKRI.

Standard Conditions of Grant/Standard Conditions: The Standard Terms and Conditions of Grant published on UKRI's website at: www.ukri.org/apply-for-funding/before-you-apply/your- responsibilities-if-you-get-funding/meeting-ukri-terms-and-conditions-for-funding/

Start Confirmation: A document to be completed and returned to UKRI by the Research Organisation, confirming the Official Start Date on which the Project commences.

Studentship: The term used for the funding award made by a Research Organisation to a student for the purpose of undertaking postgraduate training leading to the award of a postgraduate degree.

The Funding Service (TFS): UKRIs new system for application submission

Third Party: Any person/organisation to which the award holding RO passes on any of the Grant funds awarded by the Council.

Transparent Approach to Costing (TRAC): An agreed methodology used by universities and other higher education bodies for calculating full economic costs.

Timesheets A record of the amount of time an individual has spent on each activity they have worked on for a fixed period, typically one calendar month. Timesheets can be physical copies of paper with wet signatures, or an electronically completed workbook/ dedicated software solutions which maintain an audit trail of completion and authorisation dates.

Annex B: Version Control

Version	Date Implemented	Changes

1.0	05 April 2023	Terms and Conditions guidance reviewed; updates include:
		
		Guidance updated:
		• RGC 9.2 minor amendment to remove reference to TRAC.
		• RGC 12 amended to provide clarity on the new open access requirements.
		• Costing Information
		   ○ d) Staff Time Costs amended to clarify indirect costs for permanently based homeworking and overseas staff.
		   ○ e) Directly Incurred minor amendment to link to UKRI carbon offsetting position statement.
		   ○ g) General Costing amended to clarify indirect and estate costs for staff.

2.0	June 2023	Ad hoc update to reflect changes to UKRI grant roles and costs.

3.0	16 November 2023	Terms and Conditions guidance reviewed; updates include:
		
		Guidance updated:
		• RGC 12 amended to align to UKRI open access policy.
		• Costing Information – section e) visa fee allowance updated.
		• Other Costs updated to align with UKRI T&S Policy excluding reimbursement of alcohol from grants.
		• The following guidance has been updated in response to Advance HEs review of the Terms and Conditions from an Equality, Diversity and Inclusion Perspective:
		   i. RGC 3.3
		   ii. RGC 3.4
		   iii. RGC 8.3

4.0	02 April 2024	Terms and Conditions guidance reviewed; updates include:
		
		Guidance updated:
		• RGC 8.4 addition detailing 'Other Leave'.
		• RGC 12 amended to include open access requirements for long form publications.
		• Costing Information
		   ○ Section d) amended technician costs guidance to align with new grant role types that came into effect May 2023.
		   ○ Section e) addition to clarify contingency costs for Visas are not eligible.
		   ○ Homeworking/Overseas – amended to clarify UK organisation and overseas organisation eligible costs.
		   ○ Section g) and h) amended to reflect working across JeS/Siebel and TFS.
		• Added Annex C: Version Control

5.0	December 2024	Ad hoc update to visa cost guidance.
6.0	01 April 2025	Terms and Conditions guidance reviewed; updates include: Guidance updated: • RGC 3.3 amended to ensure compliance with H&S legislation, codes of practice and industry guidance.

		• RGC 6 amended to align with how UKRI manages changes to grants.
		 • RGC 7.2 amended to align with how UKRI manages changes to grants.
		 • RCC 9.1 Procurement of Equipment updated to reflect increase to Capital Threshold.
		 • RGC 12 additional guidance added for public communication.
		 • Costing Information
		    ○ Visa Cost Guidance – minor amendment.
		    ○ Other costs - updated to reflect increase to Capital Threshold.