UKRI Policy Fellowships – 2027

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, mayoral strategic authority, regional partnership 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 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

Knowledge exchange and impact (3 months)

0.4 FTE

Applicants should input the average of the 3 phases into TFS. For example, this will be 0.8FTE if working 1.0FTE during the main placement, or 0.53 FTE if working at 0.6FTE.

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 (for example, mentors) 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 and can additionally be justified for applicants at other career stages. 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

'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable and shared across several projects where their time on the project is not supported by an audit trail

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)

Budget for travel to the host office for inception and onboarding meetings; see individual fellowship position specifications for information on how many meetings will be required. In addition, budget for a 2-day in person UKRI and Institute for Government induction and training event.

These costs should be core application costs and should not be taken from the £15k flexible fund or the research and collaboration budget, which is for other purposes.

Placement with hosts (12 months)

Budget for travel to the host partner office for the main placement phase; see individual fellowship position specifications 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. These costs should be core application costs and should not be taken from the £15k flexible fund or the research and collaboration budget, which is for other purposes.

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

Budget for attendance at one cohort event. These costs should be core application costs and should not be taken from the £15k flexible fund or the research and collaboration budget, which is for other purposes.

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, disability or accessibility. See 'Disability and accessibility support for UKRI applicants and grant holders' for more information. To note that these costs should be included within the application but are not assessed.

Research-related, impact and dissemination costs are not expected to be requested within the application, as the project will be co-designed with the host partner following award. Flexible funds should be requested for this purpose, as set out below, with expenditure plans for these funds agreed with the host partner during the inception stage of the award.

Flexible funding

Flexible funding, as detailed in the funding opportunity, must be included in the fellowship costs for all applicants to this funding opportunity, however due to the nature of the fellowship being co-designed at the inception phase, it does not need to be justified here. The flexible funding should be included as a lump sum of £15,000. The flexible fund can be used 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 and 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 and subsistence

The flexible funds cannot be used to support the core costs of the fellowship, for example, fellow's salary costs, or to support Equipment costs or Exceptions costs

Research and collaboration budget (What Works Innovation fellowships and Natural Hazards and Resilience fellowships only)

The additional research and collaboration budget, as detailed within the funding opportunity, must also be included in the fellowship costs if applying for a What Works Innovation fellowship or a Natural Hazards and Resilience fellowship. Due to the nature of the fellowship being co-designed at the inception phase, it does not need to be justified here. The research and collaboration budget should be included as a lump sum of either £40,000 (What Works Innovation Fellowships) or £100,000 (Natural Hazard and Resilience Fellowships). This budget can be used for:

- directly incurred staff costs (that is, research assistants),
- the estates and indirect costs that such staff may attract, or
- other directly incurred costs for research and collaboration such as surveys, interviews, secondary data analysis, participation in steering groups and so on

The research and collaboration budget cannot be used to support the core costs of the fellowship, for example, fellow's salary costs, or to support Equipment costs or Exceptions costs

Expenditure of this budget should be in line with the additional term and condition, below:

- Transfers of Funds between Fund Headings notwithstanding RGC 4.4, the Research and Collaboration costs allocated to Natural Hazards and Resilience fellowships and What Works Innovation fellowships awarded under the DI Other 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. These funds cannot be used to support the core costs of the fellowship, for example, fellow's salary costs, or to support Equipment costs or Exceptions costs. These funds must be reported on the Final Expenditure Statement (FES) as DI Other and the RO are required to submit a report alongside the FES (template 'Flexible Funding report' provided by UKRI), which details a breakdown for each fund heading of where the funding expenditure has been incurred.

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 or directly incurred costs.