



Research Management Procedures and Financial Guidelines

Shaping the future

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SECTION A

Research Management (RM)

The Research Management team consists of 16 staff members (see *Annex A for organogram*) including the head of Research Management, eight in the Research Claims team and seven in the post-award Research Management team.

The Research Management team provides a comprehensive post-award administration service to the Ulster academic community who have been successful in gaining external research funding.

A Research Contract Manager and a Contract Officer are allocated to each faculty and they are responsible for managing the post-award contract negotiation and issuing collaboration agreements and setting up cost centres for the project. The Research Claims team will deal with all the claims over the grant lifecycle to the funders.

Main responsibilities of Research Management team

- Manage research projects for a range of funding bodies ensuring that all sponsor requirements and deadlines are adhered to and that University regulations, policies and procedures are adhered to.
- Provide guidance, advice and support to the respective faculties.
- Check and approve staff appointments/contract extensions in accordance with the award terms and conditions.
- Financial approval of studentships and tuition fees in accordance with the award terms and conditions.
- Prepare reconciliations, statements of income and expenditure, and claims for research projects, ensuring accurate and timely invoicing.
- Arrange and manage research project audits, liaising with internal and external auditors, ensuring clear audit trails with supporting data.
- Update the Finance system with supplements, no-cost extensions etc., and maintain the central records for research projects.

There are several types of contracts that will need drawn up:

- Collaboration and consortium agreements (including EU)
- Novation agreements
- Confidentiality agreements
- Non-disclosure agreements
- Framework agreements
- Sub-contracts

Research grants

Research grants from Research Councils, charitable sources, the European Commission and other non-commercial sources.

If the grant-giving body makes an award, any offer letter received by the applicant should be sent to the Faculty Research Manager stating whether or not, in the applicant's view, the terms are acceptable. If it contains any reference to intellectual property, the IP Manager will be consulted. If the offer letter is sent directly to the Research Management section, the applicant will be sent a copy to ensure that the terms are acceptable.

In all cases, if an official acceptance of a grant is required by a grant-giving body, it should be made by the PVC (Research and Impact) or her nominee.

Once a grant has been awarded – *(see Annex B for contract negotiation flowchart)*

Once a grant has been awarded, the investigator must liaise with RM and People and Culture at the earliest opportunity to discuss staff appointment matters such as duration, grading, advertising and work permits. RM is responsible for approving funding for these fixed-term research posts to People and Culture before they will initiate the recruitment process.

A cost centre code (project code) will be issued to the investigator by Glynis Elder in the Finance department once all the details have been clarified using the cost centre request form approved by RM. This is the authority given to commence expenditure on that grant award up to the budget awarded. Financial management is the responsibility of the investigator and any expenditure beyond that given by the budget is the responsibility of the investigator to clear. Similarly, if non-fulfilment of a grant condition gives rise to disallowed expenditure or non-payment of a final grant claim, it is the responsibility of the investigator to clear the debt (e.g. late submission of a Research Council final report).

New award set-up

Once a sponsor confirms funding, RM will set up a new research project. We take the following steps:

1. Reply to your sponsor to formally accept the grant award;

2. Record a project and request Finance (Glynis Elder) to open a cost code¹ (see *Annex F for Cost Centre Request Form*);
3. Allocate the appropriate budgets to the project according to the application and confirmed level of funding;
4. Ensure that, where necessary, ethical approval is granted before the project is officially announced and funds are released;
5. Draw up subcontracts or collaboration agreements before research starts; and
6. Inform Research Claims so that claims can be prepared as laid out in your grant agreement.

The conditions that apply to research grants vary with each sponsor. However, most require periodic financial and academic progress reports as well as a final financial claim form and academic report.

Research Claims produce all official financial returns for sponsors. You must ensure that reports of an academic nature are returned to your sponsor at the right time.

If a project requires research staff to be recruited, this will have been recognised at the time of application and integrated into the proposal.

To employ Research Assistants, People and Culture must be informed via the Approval to Recruit Form (*Annex C*) which outlines the type and duration and spine point available. If there are sufficient funds in the project budget, People and Culture will then advertise the post. People and Culture should be informed if recruitment is to be charged to the project cost centre.

Extending the research period and finish later than originally planned

A "no-cost extension" is usually possible as long as the costs of the project do not exceed the budget. A typical no-cost extension might provide an extra one to three months to complete the work.

The Principal Investigator (PI) should give RM as much warning as possible and provide a written account of why the extension is necessary. RM will then contact the sponsor to officially request the extension and, if successful, will reissue the award announcement with the revised details.

¹ Cost code will be opened only after External Grant Proposal Form is fully signed (see *Annex G for form and notes of guidance*)

Transferring funds from one budget category to another

Each sponsor has a different set of rules regarding transfer of budgets from one category to another. Research Councils permit transfer of funds between "Directly Incurred" budget lines only, at the rate set out in their letter of offer. If research is not sponsored by a Research Council, then check the terms and conditions of the award before transferring funds from one budget line to another.

Request more funding from a sponsor

If further funding is necessary to complete the research or explore new lines of enquiry generated by the original research, the PI should contact Research Development (RD) for help in profiling the costs for the application.

If successful, the sponsor will inform RM or the PI and a new or revised award announcement will be issued, giving details of the new funding, budgets and duration of the project.

Leaving Ulster University

The PI should contact RM, and RM should contact the sponsor. RM will prepare a report and claim for the sponsor to recover the money spent so far. The remaining balance will transfer to the PI's new institution for them to complete the outstanding research.

Background to TRAC and Full Economic Costing (FEC)

TRAC FEC: the forecast and accounting for full economic costs at a project level.

The absence of robust data on the full costs of research had led many HEIs in underestimating the costs of research and other projects. In the past, grant applications were generally made on the basis of directly incurred costs, and maybe some directly allocated costs. These existing costing methods had led to research being subsidised to an unmanageable extent, with public funders experiencing little pressure to pay the real costs of the work they fund. The Office of Science and Technology conducted a consultation exercise on the 'Sustainability of University Research' in 2003. The Government responded in its ten year 'Science and Innovation Investment Framework' in 2004, and concluded that universities needed to know the full costs of the research they undertook and to invest appropriately.

In 2005, the TRAC FEC for research project costing was introduced for HEIs to identify the FEC of carrying out individual research projects, including an appropriate share of infrastructure and financing costs.

“Institutions should know and understand the full economic costs of the activities that they undertake, and this information should be taken into account within their management decision-making processes. Institutions should seek to recover the full economic costs of all their activities, whether pricing is determined by reference to those full economic costs or by reference to prevailing market conditions. While there may be cases for individual projects or activities to be priced at below their full economic costs, this should be done as a conscious decision, within the context of strategic objectives. Institutions are expected, taking one year with another, to recover, in aggregate, the full economic costs of all their activities across the full range of their activities.” (HEFCE Financial Memorandum)

What is FEC?

Following on the introduction of TRAC FEC, Research Councils UK (RCUK) adopted the FEC approach in September 2005 and agreed to pay 80% of the FEC, which, although not 100%, represented a substantial increase in the funding received by HEIs for its research activity (HEFCE, 2014).

FEC is defined as ‘a price, which, if recovered across an organisation’s full programme, would recover the total cost (direct, indirect and total overhead) including an adequate investment in the organisation’s infrastructure’.

Under FEC, HEIs in the UK are required to identify all direct and indirect costs for each research project, including space/estate charges, depreciation, an adequate recurring investment for infrastructure, equipment, consumables, travel, and the cost of all staff working on the project (including principal investigators, research assistants, technical and administrative staff). The FEC of each research project is calculated on a reliable and comprehensive basis. This is then used to set the price for grants made by the UK Government (the Research Councils and other Government Departments) and informs the price on projects for other sponsors.

What are the benefits of FEC?

Meeting the requirements of TRAC/FEC has a number of benefits for UK HEIs:

- It will satisfy government that the HE sector is accountable and acting transparently, and is therefore a responsible recipient of funding.

- At a national level, TRAC information has shown the true costs and shortfalls in the funding of HE activity for the first time. It has shown a 'funding gap', which helps to influence government comprehensive spending reviews.
- It has been used during policy reviews of the future of the dual support system.
- Institutions have different cost information that they use for their internal decision-making. With TRAC, all institutions are now able to use reliable information about areas needing subsidy or investment produced in a consistent manner. There are also better opportunities to analyse infrastructure costs (printing, registry and finance, library and estates, etc.)
- Many institutions plan to become increasingly independent of public funding. To do this it is important that they are aware of the full costs of activities so that they can negotiate their prices with reliable information about what funding is needed from sponsors or from internal subsidies. However, too many sponsors are still paying less than full cost (without good reason). This applies to teaching, research and consultancy contracts; it applies to charities, the EU, and most government departments. Institutions working on their own have found it very difficult to reverse this trend. As a result, institutions are still underfunded for research and therefore the resources available to researchers and academic staff to do the work are less as a result. TRAC is providing the opportunity for the sector as a whole to demonstrate real costs and full indirect cost rates calculated under a method that has been agreed by HM Treasury to be robust.
- Cost recovery will be improved by preparing project applications to research councils, government departments and other funders, on a FEC basis.

Full Economic Costs

UK universities need to have an understanding of the full economic costs (FEC) of their research activity, and to be transparent in the way that they account for these costs, in order to ensure the sustainability of the sector. Since September 2005, UK universities have been calculating the FEC of individual research projects.

Under the FEC model, traditional definitions of direct and indirect costs no longer apply. Instead, costs are to be classified as:

- **Directly Incurred Costs** – actual costs that are explicitly identifiable as arising from the conduct of a project (e.g. staff salaries, equipment, materials, travel);
- **Directly Allocated Costs** – costs of resources used by a project that are shared by other activities and based on estimates (e.g. principal and co-investigator costs, estates costs);
- **Indirect Costs** – non-specific costs charged across all projects that are based on estimates (e.g. HR and finance services, library costs).

Mainstream Quality-Related (QR) Research Funding

The Department for the Economy distribute the majority of their funds for research on the basis of research quality, and take into account the volume and relative cost of research in different areas.

This is called mainstream quality-related research funding.

First, the Department for the Economy works out how much funding to provide for research in different subjects. They then divide the total for each subject between institutions.

These calculations take into account:

- the quality of research, measured in the Research Assessment Exercise;
- the volume of research using research-active staff numbers;
- relative costs, reflecting, for example, that laboratory-based research is more expensive than library-based research; and
- any government policy priorities for particular subjects.

To assess the quality of research for funding purposes, the Department for the Economy and the other UK funding bodies run a periodic assessment exercise. Until 2008, this assessment was called the Research Assessment Exercise (RAE), and from 2014 it will be called the Research Excellence Framework (REF).

Charity Research Support Fund

To recognise the contribution of charities to the excellence of the research base, the Government has established a specific revenue stream, the Charity Support Fund, to contribute towards the FEC of research funded by charities at universities. These funds will be distributed through the quality-related research (QR) block grant to Higher Education Institutions by the Department for the Economy and will be used to meet the general running costs (e.g. indirect costs, estates costs, investigator costs) incurred by the university in conducting charity-funded research.

During the project period

Throughout the project period, the Research Management team will assist with:

- Seeking approval for changes in the use of the awarded funding
- Amending the project start date

- Extending the project end date
- Any absences (e.g. maternity/adoption leave, or extended sickness) which may or may not be funded by the project
- Any changes to the status of the Principal Investigator (e.g. transferring to another institution)
- Any correspondence with the funding body
- Financial responsibilities
- Setting up budgets on project cost centres and reviewing expenditure against budget
- Completion of financial claims or invoices to the funding body
- Processing of estates and indirect costs in line with TRAC requirements
- Authorising staff appointments
- Closure of project accounts
- Answering any other queries regarding the project

Governance and Ethics – (see Annex D for contact details)

The Research Governance team provides expert guidance on research ethics, governance, research data management and conduct, IP, and ensures that research is conducted to the highest ethical standards and in accordance with funder requirements, current legislation, national guidelines and policies.

What Research Funders Will Pay

Whilst many UK funders accept FEC for the calculation of our project costs, very few will pay 100% of FEC.

For example, research councils and UK government typically pay for 80% of FEC, with the University expected to cover the remaining 20% of costs.

Charities each vary in their funding rules, with most only covering the directly incurred costs of any project.

UK industry funding levels vary and 'pricing' decisions should be considered by the applicant and the School, supported by Research Development colleagues.

Funders each have different rules about what may be treated as 'eligible' costs.

Marie Skłodowska-Curie grants are funded on the basis of flat rates defined by the EC, subject to individual researcher experience and personal circumstances, e.g. marital status.

Horizon 2020 will cover 100% of all eligible directly incurred and allocated costs plus a contribution of 25% towards indirect costs.

How Does the University Receive Income?

The Research Claims team are responsible for making all claims for income from our research funders.

Research Councils UK will pay the University on a quarterly basis following the actual start date of a project being confirmed.

Some funders will require us to claim for 'actual' costs incurred, whereas others (typically UK industry) may accept an invoice for a fixed amount subject to satisfactory progress on a project.

Where a funder requires a claim for payment (invoice) to be sent against a grant/contract, the Research Claims team will produce this in accordance with the specific funding terms and in liaison with the PI as relevant.

Most funders will expect to receive a final expenditure statement at the end of a project, and the final payment may be withheld subject to all project deliverables having been met.

Certain research funding, mainly EC projects, may require an independent external audit to be carried out at certain reporting periods during the project life.

These audits are arranged and managed by the Research Claims team who will liaise with the PI as necessary.

The auditor will seek to inspect all supporting evidence in relation to claims made for funding, such as:

- **Staff costs** – the auditor will inspect contracts of employment, payroll evidence and timesheet records as appropriate.
- **Other direct costs** – evidence such as supplier invoices, expense claims and supporting receipts will need to be made available.

Following the audit visit a report will be provided to the funder outlining any observations and exceptions to the funding guidelines as noted by the auditor.

PIs should monitor their spending against budgets and always seek to maximise the use of external funding available.

It is recommended that PIs contact the Research Management team between 3-6 months ahead of the project end date to discuss current budget position and final reporting requirements.

Note 1: nearly all funders will expect the final costs on a project to be actually incurred before the official project end date. It may therefore be necessary to consider the timing of any dissemination activities e.g. final conference, to avoid issues with reclaiming related expenses.

Note 2: specifically Research Councils UK do not allow the purchase of any equipment items in the last 6 months of a project unless you have their prior approval granted.

Contract Drafting and Negotiation

What we do

Research Management is responsible for negotiating and approving the terms of all research-related agreements on behalf of the University and for providing advice about research-related contractual and intellectual property matters.

Research Management is also responsible for seeking advice from the IP Manager regarding protecting intellectual property rights and coordinating the exploitation of new intellectual property through licences or spin-out companies.

Negotiating a contract – (See Annex B)

Prior to beginning contract negotiations, the research project should be costed and developed by the Research Development section.

One contracting party (normally the sponsor, or lead contractor in a subcontract or consortium) will produce the first draft. Some contracts, for example with industrial partners, may be heavily negotiated.

Once the contents of the contract have been agreed by all parties, the contract must be signed by a University authorised signatory. This is normally the Head of Research Management for research contracts (not the Head of School or PI). Some agreements may also require the signatures of the investigator and any student. When signed on behalf of the University and the sponsor, one fully executed copy should be returned to the Research Management office. It is advisable for the investigator to also keep a copy to refer to during the project.

Model contracts

Sponsors often want to use their own standard contract as the basis for negotiations, but where possible we prefer to use one of our model contracts as appropriate to the type of research being undertaken. Research Management has a number of model contracts to help with contract negotiations.

In most cases, model agreements will require tailoring for the proposed purpose. Additionally, we can draft bespoke agreements for more unusual situations that are not listed above.

Intellectual property *(Sinead Hunter, IP Manager, to be contacted regarding IP)*

Intellectual Property (IP) can include know-how, inventions, results, copyright, patents and software. It can arise from many different activities within the University, including unfunded and publicly funded research activities, in which case it will normally belong to the University, “sponsored or collaborative research”, where ownership is a matter of contractual negotiation, student projects both sponsored and non-sponsored and general academic endeavours. Furthermore it can be divided into that existing prior to entering into a contract ("Background IP") and that arising as a result of a defined project after entering into a contract ("Foreground IP").

In general, under its employment conditions, the University owns all IP created or devised by its employees and wishes to ensure that it is properly handled in order to maximise its value for the benefit of the University, the staff concerned and the wider economy. It is therefore important that all staff are aware of what to do if they have created IP and follow the correct procedures to ensure its protection and exploitation. See the University's Intellectual Property Regulations for a full account and consult with the University's Intellectual Property Manager as soon as you become aware that you might have IP of commercial value.

Intellectual property (IP) refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property is divided into two categories:

Industrial property - which includes inventions (patents), trademarks, industrial designs, and geographic indications of source.

Copyright - which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and those of broadcasters in their radio and television programs.

What are intellectual property rights?

Intellectual property rights or IPR are specific legal rights which protect the owners of IP. IPR can be subdivided into the following major categories:

Patent: A legal monopoly lasting 20 years granted in exchange for describing an invention and paying fees to the Patent Office. A patent position is destroyed by public disclosure of the idea before a patent application is filed (except for a short grace period in the US). Think patent before you publish.

Copyright: Applies to literary and dramatic works, artistic and musical works, audio and video recordings, broadcasts and cable transmissions. Copyright is also the usual

way of protecting software, although some software may be patented if it is a functional part of an invention. Copyright arises automatically; it does not need to be applied for; and, in most formats, lasts 70 years after the death of the author.

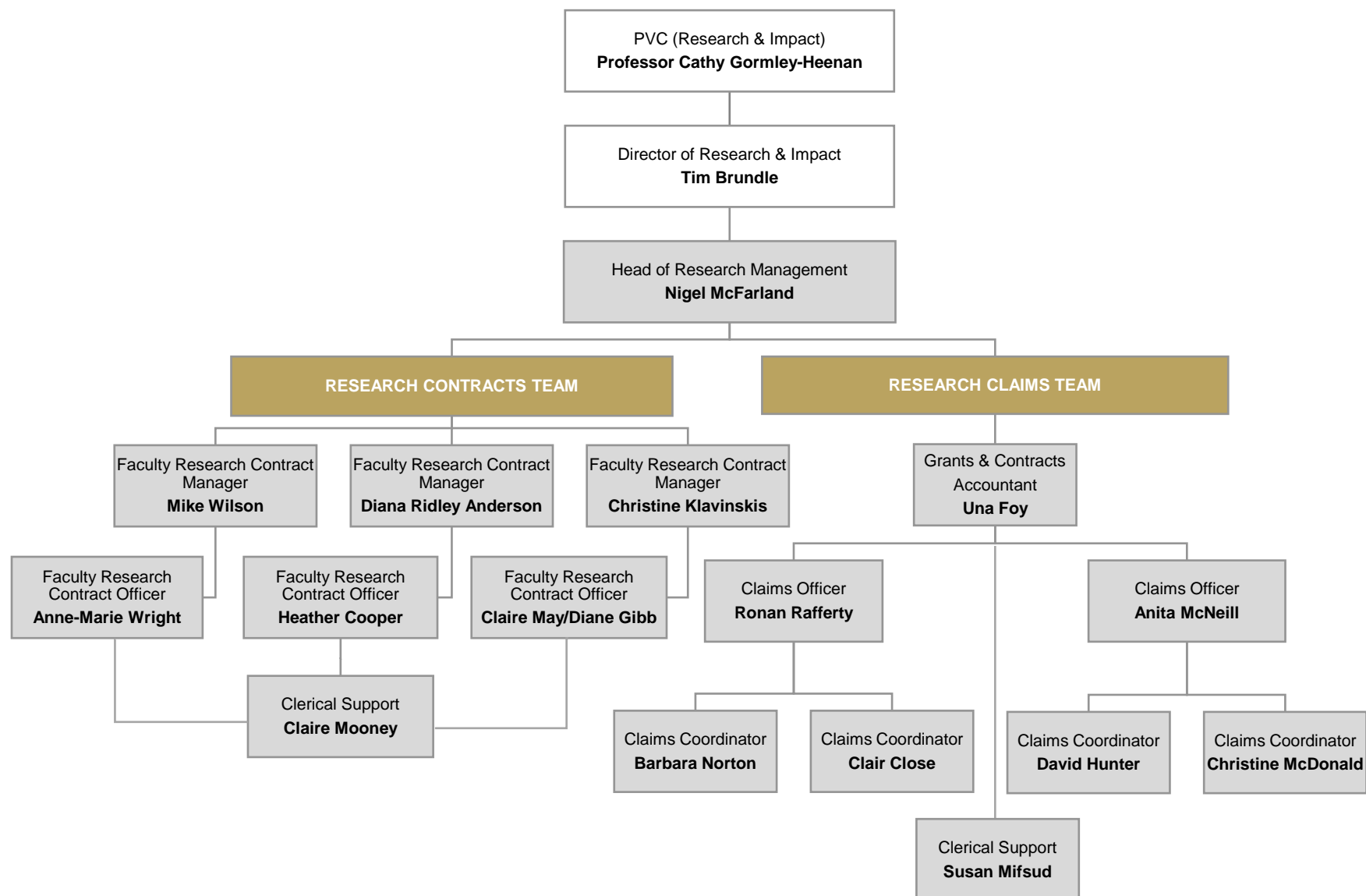
Database right: Applies to databases which are not protected by copyright.

Design right: Applies to aspects of the shape or configuration of an article. Unregistered design right (which covers computer chips, for example) can protect internal or external features. In the case of registered designs, the features must appeal to and be judged by the eye.

Trade mark: A mark (logo) or other distinctive sign applied to or associated with products or services, which does not describe the products or services.

Confidential information: Knowledge which only you possess and which you have only revealed under a non-disclosure/confidentiality agreement.

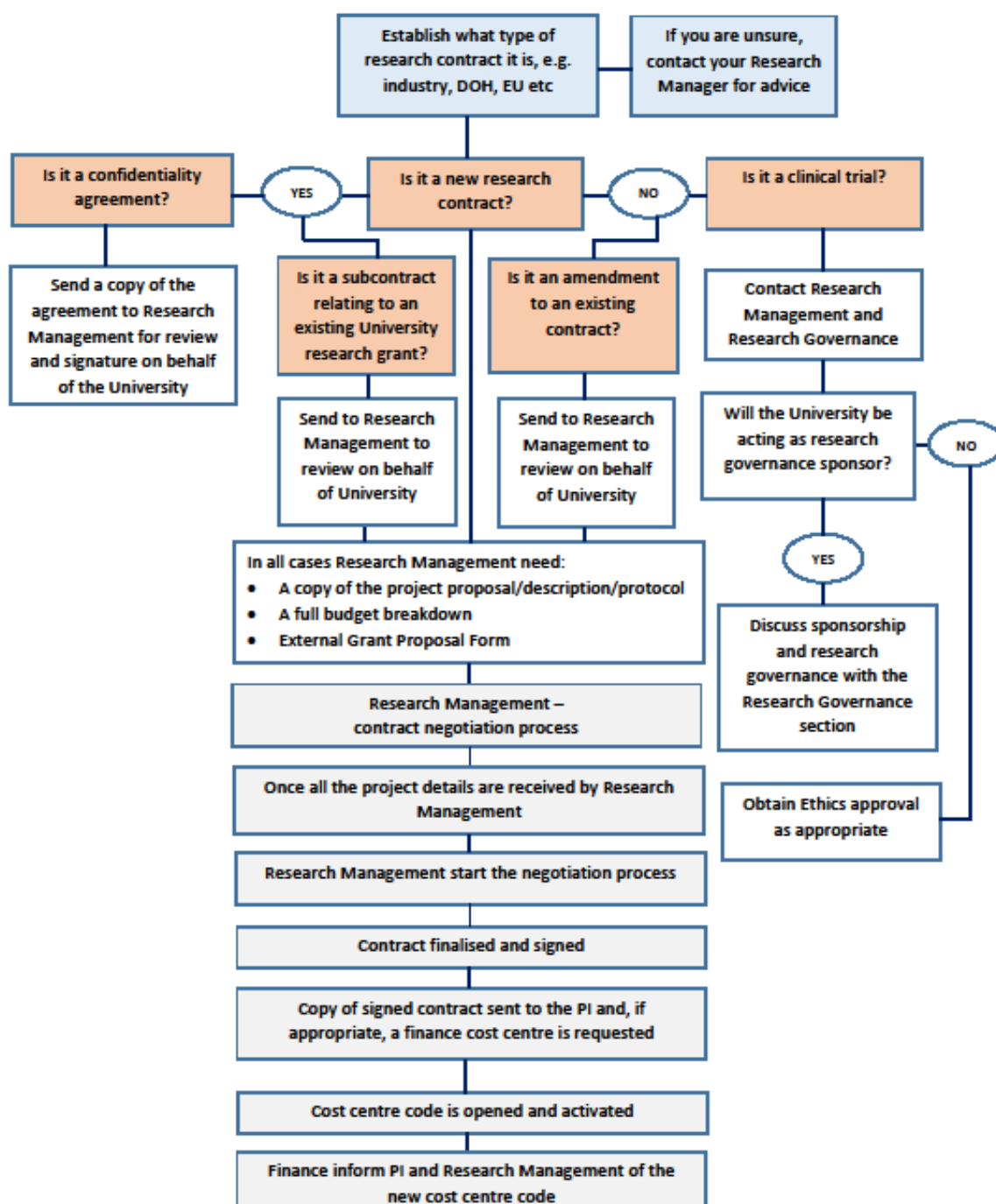
ANNEX A – Research Management Structure



ANNEX B - Contract Negotiation Process



Contract Negotiation Process



ANNEX C - Approval to Recruit Form

APPROVAL TO RECRUIT – RESEARCH POSTS			
PART FOUR: CONFIRMATION OF FUNDING FROM RESEARCH MANAGEMENT			
CCC and Nominal:			
PROJECT TITLE:			
SCHOOL:			
POST DESCRIPTION:			
GRADE:			
SPINE POINT:			
POST LENGTH:			
TIME % <i>e.g. 100% 50%</i>			
POST DATES: <i>if applicable</i>	Date From:		Date To:
Additional Comments:			
Confirmed by and date:			

ANNEX D - Contacts

People and Culture:

Damian McAlister, Director of People and Culture

Telephone: 028 903 68325

Email: d.mcalister@ulster.ac.uk

Joanne Maxwell, People and Culture Business Partner (Research & Impact)

Telephone: 028 903 68208

Email: j.maxwell@ulster.ac.uk

Procurement:

Clare Egan, Head of Procurement

Telephone: 028 701 24227

Email: cm.egan@ulster.ac.uk

Lynn McNeill/Sharon Gault (job share), Senior Buyer (Research & Impact)

Telephone: 028 701 24933/23013

Email: l.mcneill@ulster.ac.uk or s.gault@ulster.ac.uk

Finance:

Angela Cassidy, Senior Accountant

Telephone: 028 701 23088

a.cassidy@ulster.ac.uk

Heather Hewitt, Transparency Review Project Manager

Telephone: 028 701 24188

Email: hm.hewitt@ulster.ac.uk

Governance and Ethics:

Nick Curry, Head of Research Governance

Telephone: 028 903 66629

Email: n.curry@ulster.ac.uk

Elaine Bell, Administrative Officer (Research Governance)

Telephone: 028 903 66518

Email: e.bell2@ulster.ac.uk

ANNEX E - Glossary of abbreviations/acronyms and other information

AHRC	The Arts and Humanities Research Council
APEN	Academic Partner Expenditure Notification, a DTI claim form
AR	Academic Related
BBSRC	The Biotechnology and Biological Sciences Research Council
BIFF	Batch Input Formatter file – a mechanism for charging DA costs to projects and crediting to departments
British Academy	Use 1650 hrs/year
CAGE	Commercial and Government Entity – US unique identifying reference
CCR	Central Contractor Research
Charities	Do not fund overheads but always calculate FEC
CI	Co-investigator
CPD	Continuing professional development
DA	Direct Allocation – existing costs (apportionment of staff time + estates costs)
DCSF	Department for Children, Schools and Families
DEFRA	Department for Environment, Food and Rural Affairs
DI	Direct Incurred costs – new costs
DoD	Department of Defence, a US sponsor
DoH or DH	Department of Health
DTI	Department of Trade and Industry
DUNS	Data Universal Numbering System, US unique identifying reference
DWP	Department of Work and Pensions
EC	European Commission
EIN	Employer Identification Number, US unique identifying reference
EPSRC	The Engineering and Physical Sciences Research Council

ERC	European Research Council, part of FP7/H2020
ESA	European Space Agency
ESF	European Social Fund
ESRC	The Economic and Social Research Council
EU	European Union
EU Framework Programmes	Only new costs + 20% of new costs for overheads
Exceptional Costs	Only for research councils
FEC	Full Economic Costing
Flexi-Grant	Replaces e-GAP. Royal Society, British Academy, RAEng, Academy of Medical Sciences online application system – applications authorised by Head of Research Development
FP7	7 th RTD Framework Programme of the European Union, EC funding
FTE	Full Time Equivalent. Standard working year is 1540 hours (44 weeks, 35 hrs/week), but Research Council is 1650 hours (37.5 hrs/week)
Govt Charity Partnership Fund	Government top-up for FEC as a result of not being able to charge overheads to charities
GR	Generic Research – contract form – money from charities, HEFCE and RCs are not classed as GR. GR is where there are no restrictions on publications etc.
H2020	Horizon 2020, 8 th RTD and Innovation Framework Programme of the European Union, EC funding
HESA	Higher Education Statistics Agency
ID	Indirect Costs – FTE = Existing and New Academic Staff Time + Existing and New Research Staff Time
IPR	Intellectual Property Rights
JCPSG	Joint Costing and Pricing Steering Group – group that developed TRAC and FEC
Je-S	Joint Electronic Submission, Research Council application system
JIF	Joint Infrastructure Fund
JISC	Joint Information Systems Committee
KE Plan	Knowledge Exchange Plan
KTN	Knowledge Transfer Networks
KTP	Knowledge Transfer Partnerships

MoD	Ministry of Defence
MPIN	Marketing Partner Identification Number, US unique identifying reference
MRC	The UK Medical Research Council
MSCA	Marie Skłodowska-Curie Actions – EU Framework Programme for Research and Innovation
NAO	National Audit Office
NERC	Natural Environment Research Council
NEST	New and Emerging Science and Technology – part of the EU Framework Programme
NETSCC	NIHR Evaluation, Trials and Studies Coordinating Centre – group name for many NIHR funders/awards
NHS	National Health Service
NHS SDO (formerly NCCSDO)	National Health Service – Service and Delivery Organisation Funder (part of DoH/NHS)
NIH	National Institutes of Health, US sponsor
NIHR (CCF)	National Institute for Health Research (Central Commissioning Facility), manages research funding on behalf of DoH and NHS
NIHR CCRC	NIHR Coordinating Centre for Research Capacity Development (formerly NCCRC), funder (part of DoH/NHS)
NIHR HTA	NIHR Health Technology Assessment programme (formerly NCCHTA, funder (part of DoH/NHS)
NSF	National Science Foundation, US sponsor
ODPM	Office of the Deputy Prime Minister
pFACT	Project Financial, Accounting and Costing Tool
PGR	Postgraduate research student
PI	Principal Investigator
PIC	Participant Identity Code, for EC proposals
QA	Quality assurance
RA	Research Assistant (postdoctoral researcher)
RAE	Research Assessment Exercise, superseded by REF
RC (Research Councils)	Currently only fund 80%. For equipment up to £50k fund 80%. Any part over £50k they fund 100% (e.g. £100k equipment = first £50k at 80%, second £50k at 100% = need to find £10k additional funds) Studentships – 100% will be paid by Research Councils

RCUK	Research Councils UK
REF	Research Excellence Framework, supersedes the RAE
SRIF	Science Research Infrastructure Fund
STFC	The Science and Technology Facilities Council
STFR	Special Transition Flat Rate, for EC proposals
TPIN	Trading Partner Identification Number, US unique identifying reference
TR	Transparency Review / Teaching Replacement
TRAC	Transparent Approach to Costing
URF	Unique Registration Facility, for EC proposals

ANNEX F - Cost Centre Code Request Form

V1718 09-08-17

Ulster University

Cost centre code request form

Notes

Company Code	UG
Code ID (cost centre)	A
Cost Centre Code	
Code ID (Letter)	B
Financial	Y
Planning	Y
Cost Allocation	Y

allocated centrally

Input details / select from drop down boxes as appropriate

Cost Centre Funding letter		*drop down menu	select funding letter from drop down list
Cost Centre Contact			input e code of cost centre contact / PI (mandatory input) and name of contact
Sponsor			Input sponsor details if required - required for Research
Cost Centre Name			Input Cost Centre name - no longer than 30 characters using title case. This is the name shown on reports.
Description			Enter an appropriate description of the activity of the cost centre.

Select from the various drop down boxes for the various structures

Structures	MECG Structure	Parent Element	
Group Structure	GS	101-Ulster University	*drop down menu
Corporate Structure / subschool	Company		*drop down menu
	Division		*drop down menu
	Faculty		*drop down menu
	School		*drop down menu
	Subschool		*drop down menu
Funding Structure	Funding level 1		*drop down menu
	Funding level 2		*drop down menu
	Funding Level 3		*drop down menu
	Funding Level 4		*drop down menu
Self Financing further structure	SF Funding		*drop down menu
	SF Source of Income		
HEFCE	HS		*drop down menu
UoA Code 2014	UB		*drop down menu
Campus	LS		*drop down menu
PRD Person number	PRD Level 1		*drop down menu
	PRD Level 2		*drop down menu
Balance Carry forward	BF		*drop down menu
EMS Structure	ES		*drop down menu
VAT Status			*drop down menu
Proposed Start Date			
Proposed End Date			
Collaborative Grant			*drop down menu
Overhead Split			

select funding letter from drop down list

input e code of cost centre contact / PI (mandatory input) and name of contact

Input sponsor details if required - required for Research

Input Cost Centre name - no longer than 30 characters using title case. **This is the name shown on reports.**

Enter an appropriate description of the activity of the cost centre.

Select group company from the dropdown box

select the levels as per the drop down boxes until you get to the lowest level as appropriate

this is for self financing funding cost centres only otherwise NA

this is for self financing funding cost centres - enter details of the source of income.

NA unless Research Office

NA unless PRD

NA unless PRD

NA unless PRD

any queries please contact Mark Harvey for advice. Cannot be left blank

for information purposes only

for information purposes only

Please indicate Yes/No

Please refer to Collab tab and select cost centre from drop down menu e.g. 93015R 60%. If no appropriate cc exists please indicate the sub school required.

To Cost centre/Subschool	%

ANNEX G - External Grant Proposal Form (currently under review)

UNIVERSITY OF ULSTER - RESEARCH OFFICE						Ref No:
EXTERNAL GRANT PROPOSAL FORM						
<p><i>From 1 August 2011 a cost centre will not be opened until a fully signed form has been recorded in the Research Office. This form must be completed and discussed with Research Grants and Contracts for each and every application for a research grant or contract from an awarding body. Sponsors should not be informed of costs until agreement has been reached with Research Grants and Contracts.</i></p>						
SECTION A						
1.	Name of Applicant/s					
2.	Unit/s of Assessment					
3.	Research Institute (if applicable)					
4.	Department/School					
	Telephone Extension					
5.	Title of Project					
6.	Is project desk based? <input type="checkbox"/> Laboratory based? <input type="checkbox"/> (please tick)	Research? Yes <input type="checkbox"/> No <input type="checkbox"/>				
6a.	If the project is laboratory based please state the technical input in hours per week at 16a below.					
7.	Intended Funder					
8.	Closing date for application (if applicable)					
9.	Proposed starting date of project		and duration			
10.	Is this application intended to extend an existing project currently supported by an external grant/contract?					Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, please give the University's cost code of the grant/contract					
10a.	Will any external organisation, other than the main funder, collaborate on the project? *					Yes <input type="checkbox"/> No <input type="checkbox"/>
SECTION B						
11.	Does the proposed study involve access to human subjects or participants (including their data or tissues) or involve those aged under 18 and other potentially vulnerable people at any time or in any capacity, e.g., in interviews, questionnaires or focus groups?					Yes <input type="checkbox"/> No <input type="checkbox"/>
11a.	Do the funder's regulations or the nature of the study require the researcher to seek ethical review for the study? <u>If yes to 11 or 11a you must seek ethical approval.</u>					Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Do you intend to publish the results in academic journals?					Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Will any restrictions be placed on the publication of results?					Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, please give details					
14.	Have intellectual property issues been discussed with the Knowledge Transfer Section of the Research and Innovation Department?					Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	Is there any IP likely to arise from this?					Yes <input type="checkbox"/> No <input type="checkbox"/>
SECTION C						
16.	What percentage time per week will be spent on the project by existing members of University staff? Please note that in Full Economic Cost (FEC) principles only academic staff and research staff will count towards the FTE calculation. However, all existing staff should be listed here including existing Laboratory Technician time.					
Name	Title	YR1 % time/per week	YR2 % time/per week	YR3 % time/per week	YR4 % time/per week	YR5 % time/per week
16a.	Existing Laboratory Technician time – there is no need to list staff names, just the number of hours Laboratory Technician time required per week:					
<p><i>Please note, for costing purposes Research Grants and Contracts staff will obtain the current salary from Human Resources and use this (or the appropriate percentage) in costing applications. The gross figure including employer's costs will be the figure used.</i></p>						

* Collaboration is defined as any external organisation, other than the main funder, contributing in cash or kind by use of their resources to the project. Please note this contribution must be auditable to be eligible for inclusion.

17.	Will any replacement, e.g. teaching, be required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes' please give number of hours required per year	

18.	NEW STAFF Please list the *new staff employed directly by the grant/contract by grade, spine point, start date and duration of contract.			
Grade	Spine Point	Start Date	Duration (Months)	% Time
* Research Grants and Contracts will calculate the relevant costs				

19.	RECRUITMENT COSTS For new posts please estimate the recruitment costs and ✓ the appropriate box. (For 1 advert in the 3 local papers (Belfast Telegraph, Irish News, Newsletter) allow £3,000.)	
	(a) Advertising post - local papers only (posts under 1 year) <input type="checkbox"/> - local papers and national papers and journals <input type="checkbox"/>	£
	(b) Interviewees travel to interview	£

20.	DIRECT COSTS PER YEAR (Please estimate total cost including VAT)					
		Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)
Travel:	Mileage					
	Other travel (air, train etc)					
	Subsistence					
Consumables:	Printing, stationery, materials, software etc					
* Equipment:	Purchase					
	Hire					
Audit Fees:						
Evaluation:						
Dissemination:						
Other Costs:	(Please detail)					
	TOTAL	£	£	£	£	£
Please indicate the number of PhD Students if required.						
* Will the equipment become the property of the University on completion of the project?		Yes <input type="checkbox"/> No <input type="checkbox"/>				

21.	Is a cash contribution required by the University to this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have you identified the source of any cash contribution required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes' please state the source	
	<i>Please note – Until Research Grants and Contracts have confirmation of the cash contribution, applications will not be approved for submission.</i>	

22.	USE OF MAJOR FACILITIES Please list any major facilities which will be used on the project.	
Item		Cost (£)
TOTAL		£
<ul style="list-style-type: none"> Under FEC principles a charge out rate can be included in applications for major facilities from February 2009. Heather Hewitt (TRAC Accountant) in Finance will provide charge out rates for major facilities for Research Office staff to use. Charge out rates which have not been approved by Heather Hewitt will not be used in applications. All rates used must be capable of standing up to audit otherwise the funder will not allow this cost in the claims for payment. 		

23.	ACCOMMODATION Will this project require any additional space, e.g. office, laboratory accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes' please estimate areas required	
	Can this requirement be met within your existing Faculty allocation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SIGNATURES

SECTION D – DECLARATION			
<i>I confirm that I will take responsibility for the financial management of this grant if awarded.</i>			
Signature of Applicant(s)		Date	

<i>I have read this application and agree that if the application is successful, the University-funded staff time listed in Section C of the application will be made available.</i>			
<i>I also confirm that this application has been peer reviewed and is relevant to the general research strategy of the group.</i>			
Signature of Head(s) of School *		Date	
Signature of RI Director(s) *		Date	

**Heads of Schools and Research Directors relevant to the PI and Co-applicants named on the application are required to authorise. Where the PI is the Head of School or Research Director the relevant Associate Dean must also authorise*

Version June 2018

ANNEX H - Process for Approval of Applications to Research Charities

Many Charities actively support research, particularly in medical fields. In general, the application process is similar to that for applying to a Research Council. However, as there are generally more conditions attached to charitable funding, additional checks are necessary to identify any restrictions, e.g., on IPR.

1. Idea for Research

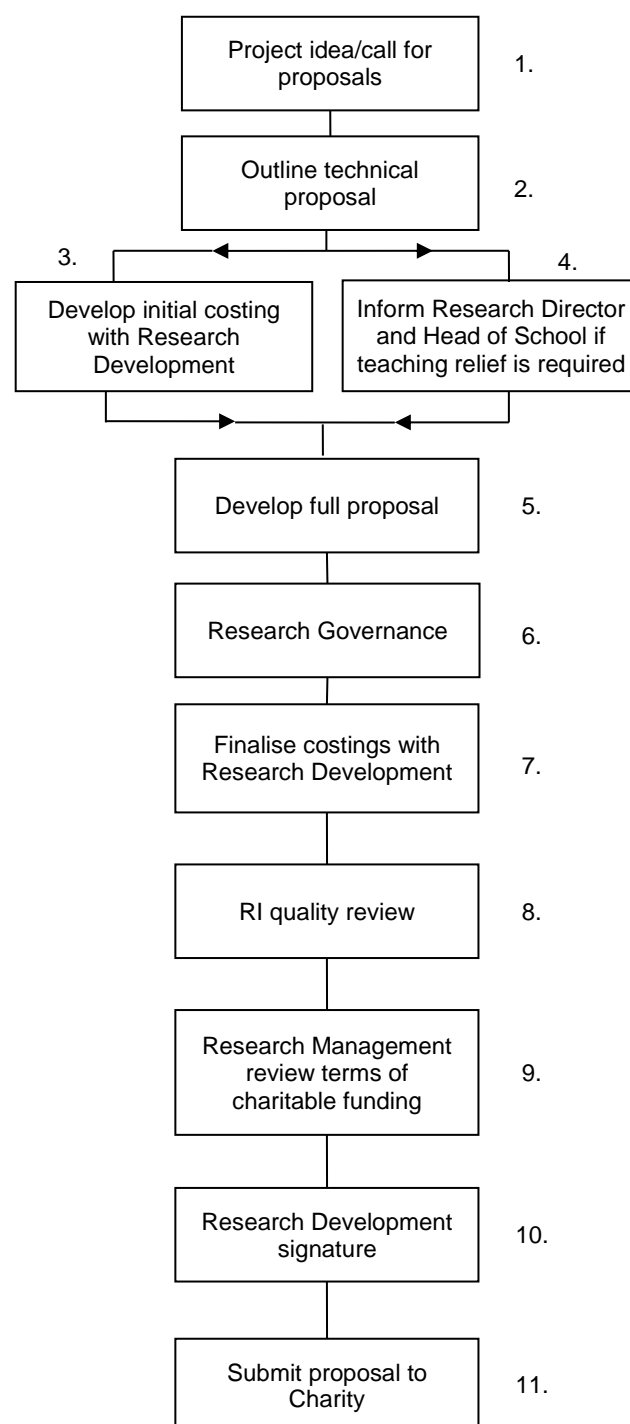
Typically, an application to a Research Charity will arise from an original idea developed by an Investigator, or in response to a call for proposals by the Research Charity.

2. Outline Proposal

In either case, the Investigator should begin by preparing an outline of what they intended to do as a research project, considering the project objectives, the likely outputs or deliverables, and the probable resource input (staff, equipment, consumables) required to complete the project.

3. Initial Costing

At this point the Investigator should contact Research Development to develop a costing for the project. Research Development will be able to advise on what items may be regarded as eligible costs by individual charities. Many charities have restrictions on claiming overheads, but it may be possible to identify additional eligible direct costs.



4. Research Directorate Review

You should let your Research Director know that you intend to make an application. The Research Director should agree to the proposal preparation and the release of resources. You should also obtain approval for teaching relief from your Head of School.

5. Full Proposal

Having obtained the Research Director agreement to the proposal, and having identified the preliminary costs with Research Development, you should now prepare your full technical proposal.

6. Research Governance

In the areas of health and social care research, the University may be requested to act as “Sponsor” under the Research Governance Framework.

7. Final Costings

Having finalised your proposal, you should have the costings confirmed by Research Development. There may have been changes to your original outline, e.g., purchase of new equipment that must be included in the final costing.

8. Quality Review

Before submission to a prestigious funder, the final proposal must be subject to the quality review measures present.

You must leave sufficient time for the internal quality review process before the submission deadline.

9. Review of Funding Conditions

Where necessary, the Research Management staff will review the terms under which the Charity will fund the work. This is done where a new Charity is involved, or where a long-standing sponsor has changed their conditions of funding.

10. Signature by Management

Finally, where a research application needs a signature it should be signed off by Research Development unless funder procedures permit applicants to sign, in which case the application must be countersigned by Research Development staff before it is filed away.

Again, you must leave sufficient time for Research Development to check the costings ahead of any submission deadlines.

Process for Approval of Research Contracts with Commercial Companies

1. Idea/Contact

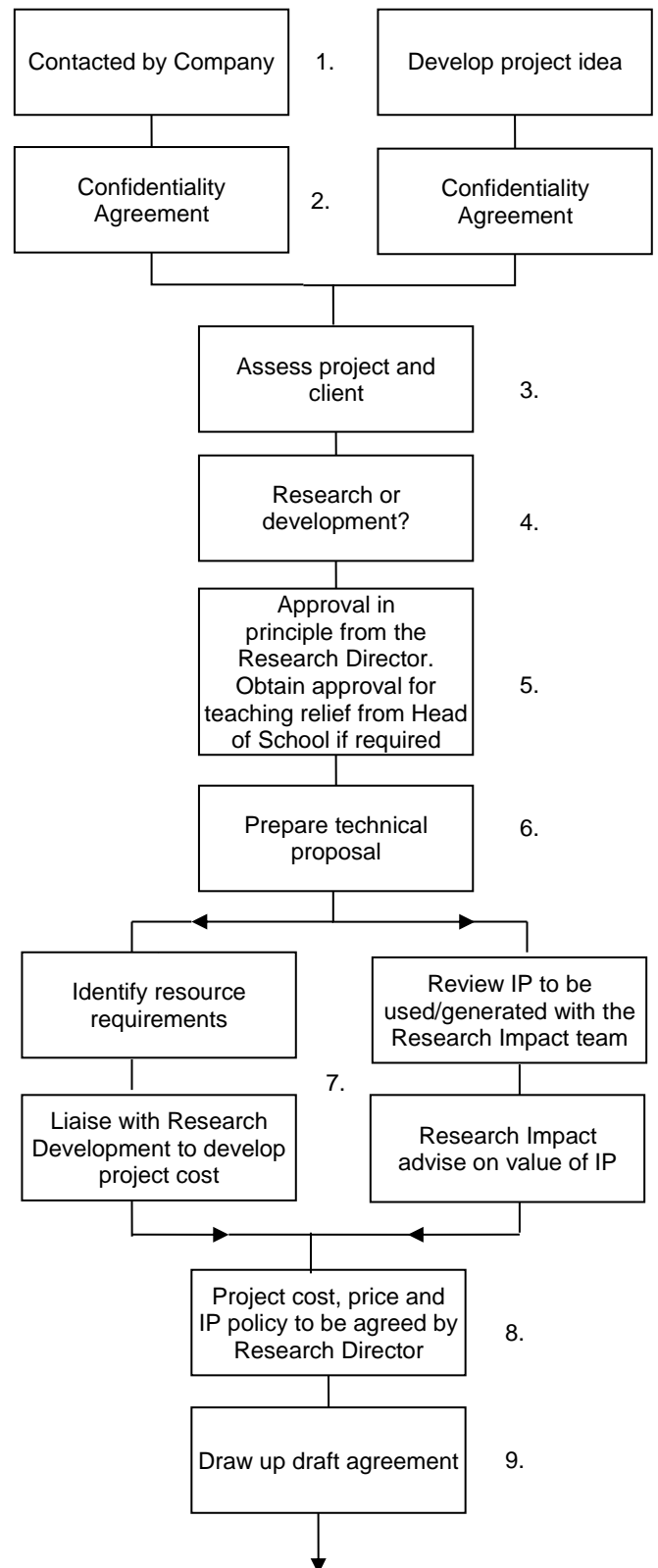
Projects with commercial or industrial companies may arise in a number of ways. The researcher may be approached by a company who have identified the researcher as someone working in their field of interest, or the researcher may have an idea which they believe would be of interest to a company.

2. Confidentiality Agreement

Having developed an idea and identified a potential client, or having been approached with an idea by a company, you should arrange a meeting with the company to discuss the idea further. This should be done under a confidentiality agreement which can be arranged by colleagues in the Research Impact team. Where you or your colleagues have developed the idea, you are strongly advised to contact the Research Impact team before the meeting.

3. Assess Project and Client

Having had an initial meeting with the company you should consider (possibly in consultation with your Research Director) whether the project is feasible, whether it fits with the Research Strategy, and whether it would be ethical to work with the company on this project.



4. Research or Development?

You should also consider whether the project is a research project or whether it is development, or even technical service. Research projects will be handled internally by Research Development and Research Management, whilst development or service projects should be handled by Research Impact.

5. Approval in Principle

At this point you should discuss the project with your Research Director to get their approval to carry out the project. The Research Director may be aware of other projects that could present a conflict of interest with your project. You should obtain approval for teaching relief from your Head of School if it is required.

6. Prepare Technical Proposal

Having obtained approval in principle, you should now begin to draw up your detailed technical proposal. As you do this, you should also be following the 2 parallel paths shown in the flow diagram.

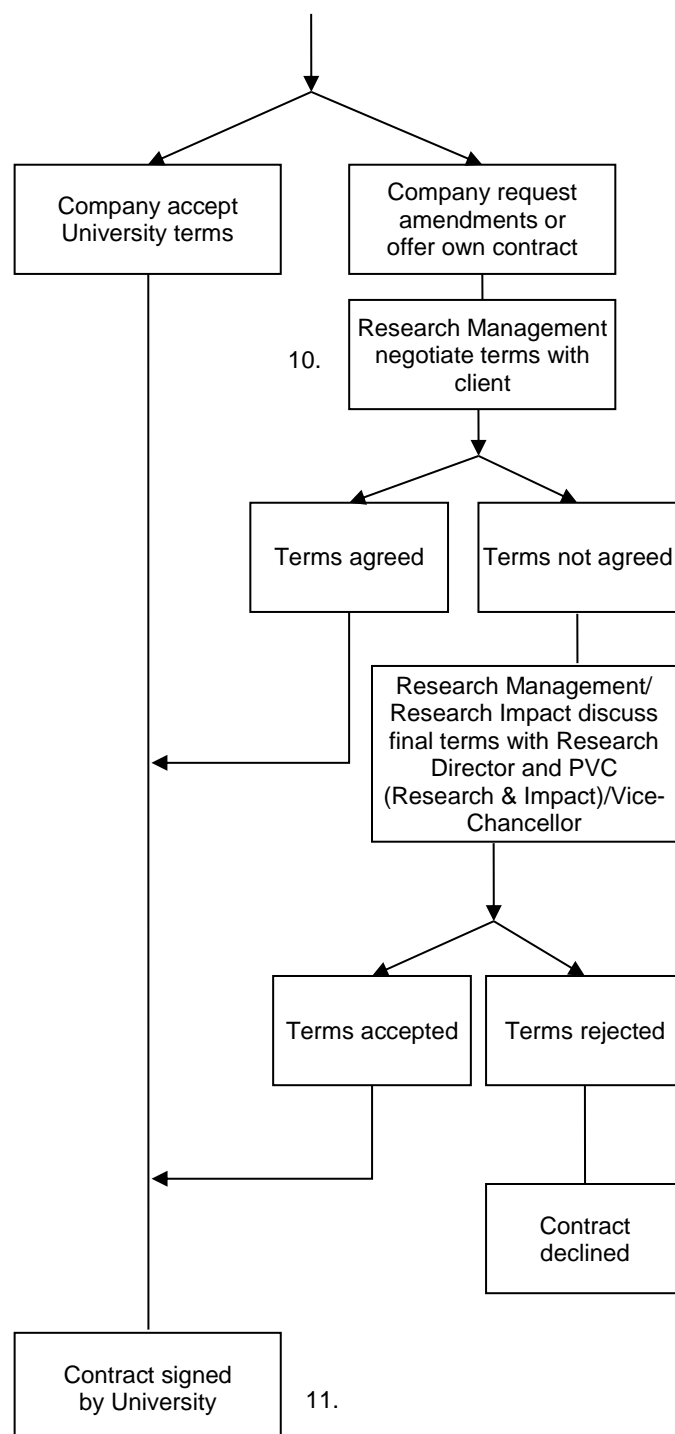
7a) Costing

You should identify your resource requirements and work with Research Development to identify the cost to the University to carry out the project. This will be the basis for pricing the work later.

7b) IPR Review

You should also review with any background IP to be used in the project and any IP which you expect to be developed in the course of the project. Research Impact will then advise on the value of the IPR, and on what position

the University should take on the ownership of IPR.



8. Agree Policy with Research Director

You should then seek agreement from the Research Director on whether to proceed with the project, on the IP policy to be followed and on the price to be charged for the work. In most cases for work with industrial companies, price should be at least equal to FEC.

9. Request Contract

Having agreed the project, a contract should be drawn up either by the University or the company.

10. Contract Negotiation

Once the terms have been agreed it can be sent to Research Management for signature.

Some companies have a policy of only using their own contracts. In such cases or where the company have requested amendments to the University terms, Research Management will attempt to negotiate an acceptable set of conditions in consultation with you and the IP Manager.

Where we cannot secure terms advantageous to the University, we shall refer the case to the Research Director, Associate Dean (Research & Impact) and the PVC (Research & Impact), as there may be circumstances where the intangible benefits of the project outweigh the deficiencies of the contract. Exceptionally, where there are particular risks to the University, the PVC (Research & Impact) and Vice-Chancellor may have to decide whether the terms can be accepted.

11. Contract Signature

After terms have been agreed, the contract will be passed to Research Management for final checking and signature.

Process for Approval of Applications to Research Councils

1. Idea for Research

Typically, an application to a Research Council will arise from an original idea developed by an Investigator, or in response to a call for proposals by the Research Council.

2. Outline Proposal

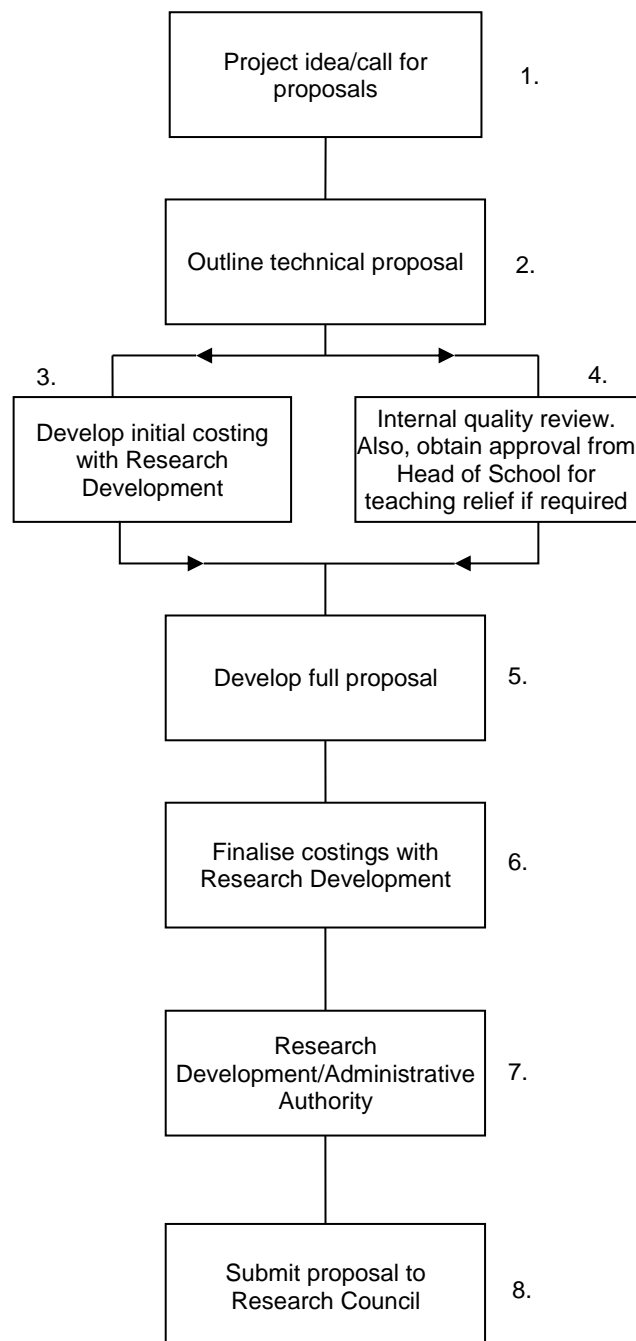
In either case, the Investigator should begin by preparing an outline of what they intend to do as a research project, considering the project objectives, the likely outputs or deliverables, and the probable resource input (staff, equipment, consumables) required to complete the project.

3. Initial Costing

At this point the Investigator should contact Research Development to develop a costing for the project. Research Development will be able to advise on what items may be regarded as eligible costs by each of the Research Councils.

4. Internal Review

All Research Council applications must be subject to the internal quality review measures present. Also, approval for any teaching relief required must be sought from your Head of School.



5. Full Proposal

Having obtained the Research Director's agreement to the proposal and having identified the costs with Research Development you should now prepare your full technical proposal in the light of any internal review group comments.

6. Final Costings

Having finalised your proposal, you should have the costings confirmed by Research Development.

7. Signature by Research Development

Finally, Research Development must approve the final costing and sign off the application on behalf of the University. This signifies the University's willingness to host the research and make facilities available.

Again, you must leave sufficient time for Research Development to check the costings ahead of any submission deadlines.

Note: Research Development cannot submit an application to a prestigious funder without it having been quality reviewed internally first.

8. Submission to the Research Council

After obtaining the signatures of your Research Director and the Administrative Authority you may now submit your application to the Research Council.

Process for Approval of European Union Proposals and Projects

Researchers may come to European projects either as the project initiator or as a result of an invitation to join a consortium headed by another institution. In either case it is important that Research Development be involved in discussions at an early stage.

Once you have formulated your project outline, or received an interesting project outline from a project co-ordinator, it is necessary to obtain the permission in principle of your Research Director before further developing the project. Also, obtain approval from your Head of School for any teaching relief required.

Once you have approval in principle you may begin to develop your proposal in detail with your partners.

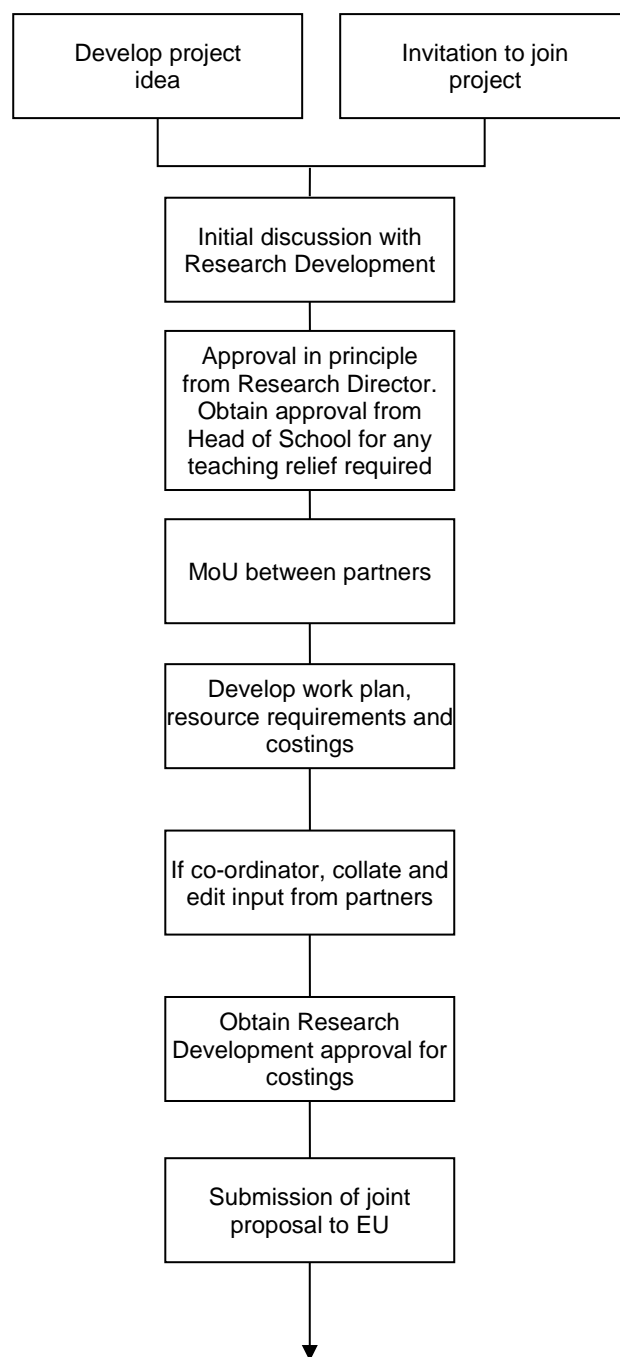
If you are a partner in a consortium led from elsewhere you should liaise with the co-ordinator and/or key partner(s) to define your activities in the project.

You must also work with Research Development to cost your activities appropriately. All costs must be verified with Research Development before being entered into the joint proposal.

You or the co-ordinator may wish to put in place a memorandum of understanding, a confidentiality agreement, or a letter of intent to protect the rights and regulate duties of the proposed partners.

The proposal will be submitted at a specific closing date. The EC will take between 2 to 3 months to issue the results of a call for proposals. It may

take longer if a call has been heavily subscribed.



If your project is successful, the EC will invite the consortium to enter contract negotiation. The projects may need to be revised depending on the evaluators' comments and imposed budget reduction. The contract preparation forms will need to be filled and the Annex 1 of the contract (based on the proposal) will have to be drafted. All documents will have to be sent to the EC by a certain date.

The project costings will be revised and finalised by Research Development. A consortium agreement, based on the memorandum of understanding, will have to be finalised.

Note: if you are a partner, you may find that your proposed activities at proposal stage are heavily curtailed by the EC or the Co-ordinator, and you may wish to reconsider your position in the project. If this does occur, please notify Research Management immediately so that appropriate measures may be taken to withdraw from the project.

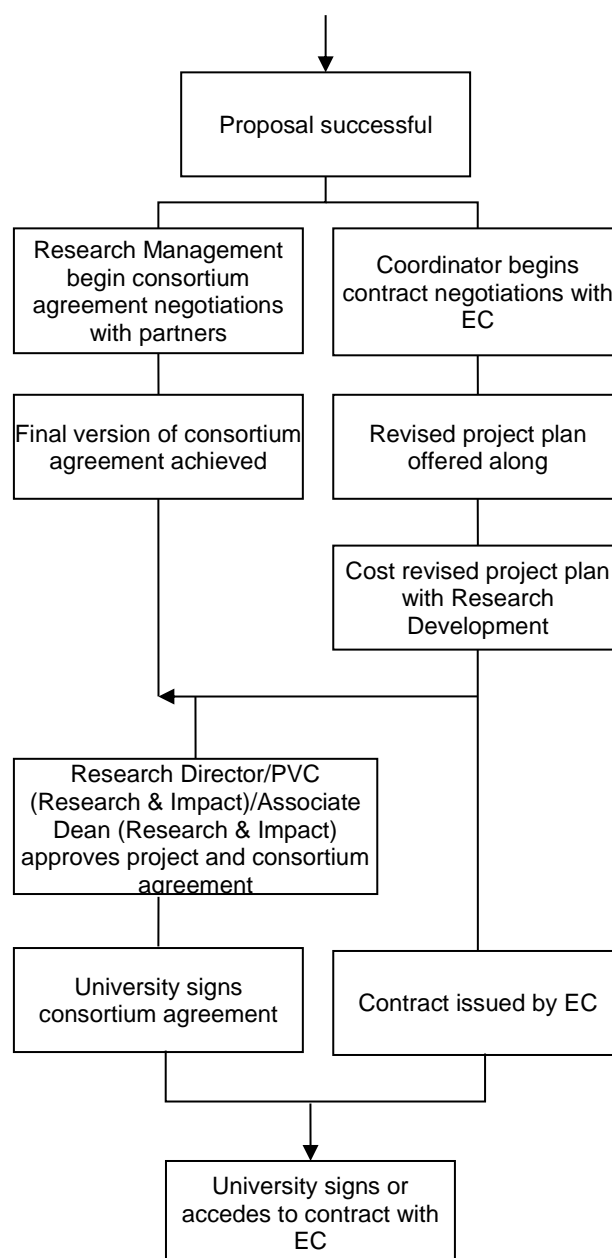
At the point where the consortium agreement discussions can be taken no further, the University, through the Research Director, Associate Dean (Research & Impact) or PVC (Research & Impact), must decide whether to proceed with the project.

If the Research Director or the Associate Dean (Research & Impact) approves the project and consortium agreement, the University will sign the consortium agreement.

These are normally on standard terms and if there are no unusual conditions attached the University will also sign the accession documents for the contract. If there are any unusual

conditions affecting the University, the Research Director's confirmation will be sought before any final signature.

Research Management will continue to provide support to your project during its lifetime through the Claims section in Jordanstown.



SECTION B

Grants and Contracts (pre-award to contract negotiation)

Procedures

1. Annex H describes the process for submission of applications to Charities, Research Councils, EU and industry in both narrative and diagrammatic form.
2. All bids for external funding must be costed by the member of Research Development staff associated with the applicant's faculty, to ensure compliance with University and funder policy.
3. Only costs that have been approved should be submitted to the funder.
4. A copy of the submitted application and the External Grant Proposal Form (EGPF), *currently under review*, (<https://internal.ulster.ac.uk/research/rgc/internalforms.php>) signed and dated, should be sent to Research Management to record on the database.
5. On award, a letter of offer or contract will be issued by the funder. This should be forwarded to the Research Management section staff appropriate to the faculty, to check that the conditions are acceptable and to have it signed by the appropriate administrative authority in the University.
6. Research Management will arrange with Finance to have a cost centre opened for the project and will inform People and Culture if there are staffing implications in the award. Before opening a cost centre, a fully signed and dated EGPF form must be with the Research Management section.
7. The research grants and contracts database will be updated to record the applications as successful and to enter claim details which will be used by the Research Claims section to prepare claims to the funders.
8. Research Management will forward the appropriate information, i.e., application, contract and claim details to the Research Claims section for information.
9. If an extension to an existing contract with additional funding is awarded, Research Management will seek approval by email from the Head of School and Research Director before accepting the extension. This email will be in lieu of the External Grant Proposal Form which will not be required for extensions to projects that have previously had an External Grant Proposal Form completed.

Research Claims Section (Jordanstown)

The Research Claims section will be responsible for compiling the claims to funders.

The Research Claims Section will:

1. On a monthly basis, extract the following reports:
 - Claims due within that month – the Research Claims section is then responsible for the preparation and prompt issue of claims.
 - Grants which finished 6 months previous – see procedure for closure of research grant cost centres later in this guide.
 - At the year-end, overall surplus/deficit balances from closed research grants are included in the calculation of each faculty's unexpended balance.
2. Provide all supporting documentation, as required, to accompany claims and deal with all finance related queries arising from the audit of claims by internal and external auditors.
3. Assist the Finance Office with queries that may arise with regard to the payment of invoices.

Finance Department Responsibilities

Introduction

The Finance Department's areas of responsibility regarding the administration of research grants/contracts are: -

1. **Codes** – upon receipt of a 'Request for the Allocation of a Cost Centre' from Research Management, the Finance Department will issue a unique cost centre code and the associated analysis codes in accordance with the agreed budget. Nominated staff will be approved to authorise requisitions for goods and services (including travel) in accordance with the University's regulations and financial procedures. Upon written request, staff will be authorised to access on-line financial records associated with the project.

Contact Name: Glynis Elder (C)

2. **Reports** – research grant budget statements and transaction lists are available to grant holders, Deans, Research Directors and Unit of Assessment Co-ordinators online via the Finance system.
3. **Debt Management** – when an invoice has been raised and not paid, Finance will liaise with the Research Claims section to ascertain reasons for non-payment. Award holders may be contacted by Finance as a last resort to liaise with consortium co-ordinators regarding the outstanding debt, and based on responses a decision will be taken as to whether the debt should be written off or rolled forward.

If a decision is made to write the debt off as 'bad' then the amount will be charged to the cost centre, or if the cost centre has closed it will be charged to the Research Directorate. If the debt is subsequently recovered this will be credited back to the cost centre or the Research Directorate.

4. **Full Economic Cost (FEC) Rates** (Heather Hewitt, Coleraine) – the rates for indirect costs and estates charges are calculated according to TRAC principles each year by Heather Hewitt in the Finance Office, Coleraine.

Restricted Submissions to Funders

With increasing competition for funding, many funders are now finding themselves inundated with applications. Many funders are now restricting the number of applications an institution can submit for consideration and in such cases the following will apply:

1. An internal selection panel will be formed comprising, where applicable and possible, the following:
 - Associate Dean (Research and Impact)
 - Research Director
 - Director of Research and Impact
 - Pro-Vice-Chancellor (Research and Impact)
 - Head of Research Development
2. A call for internal applications will be issued by Research Development outlining the call details and listing the selection criteria.
3. An internal closing date for receipt of applications will be set.
4. The information received, along with a score sheet and selection criteria, will be sent to the internal panel prior to the selection meeting.
5. The internal panel will select the application to go forward from Ulster.
6. The successful candidate will be notified and asked to work up a proposal to submit.
7. The funder will be informed, if appropriate, of the name of the applicant going forward from Ulster.
8. The applicant should then proceed to work with Research Development staff to complete the application.

Budget Holders Financial Responsibilities

Introduction

Overall responsibility for the management of the grant or contract rests with the authorised budget holder(s). This responsibility covers both the academic work associated with the grant or contract (e.g., interim or final report) and the financial management of the grant. Where the University is the co-ordinator, responsibility for all partners' input rests with the budget holder.

Control of Expenditure

It is the responsibility of the budget holder to ensure that all expenditure incurred is in accordance with the terms and conditions of the grant and that expenditure is within budget.

Salary costs – the budget holder must ensure that the number of new staff, grade, scales and period (usually to the end of the grant or before) for which they are employed are in accordance with the terms and conditions of the grant. The budget holder should also ensure that the salary costs are coded to the cost centre allocated to the project. If the project is only partially funding salary costs, the budget holder must ensure that the source of additional funding is identified and charged. In the event of 'existing' staff time being included in the budget set-up, the budget holder should inform the Research Management section of any alteration in the named individuals involved, their percentage input or their period of involvement with the project. The budget holder is responsible for ensuring that all staff involved in the project complete monthly timesheets, if such timesheets are required. The timesheets must be authorised by the budget holder, and forwarded to the Research Claims section within 2 weeks of the month end.

Non-salary costs – the budget holder must ensure that the correct codes (cost centre and analysis) are used. Only expenditure for which budgets have been set up may be charged to the cost centre. The University and funder regulations must be adhered to relating to purchases of goods and services and to all travel arrangements. Any partial funding (e.g., capital equipment) must be identified and the source of additional funding notified to Research Management. No expenditure should be charged which has been specifically excluded from the original budget (e.g., recruitment cost, rent, rates etc.)

Control of Income

In the event of non-payment of claims/invoices raised and submitted by the Research Claims section, unpaid invoices may be queried with the budget holder to see if the budget holder knows of any reason why payment is outstanding. If the funder is normally a slow payer, then the debt will be rolled forward at year end. However, if the debt is identified as a bad debt, then it will be written off to the research cost centre.

Audit responsibilities – the budget holder shall be able to demonstrate to grant awarding bodies, or auditors appointed on their behalf, that all expenditure (salary, recurrent and capital) has been expended in accordance with the contract and in the furtherance of the project. Recent audits carried out have placed particular emphasis on internal journal transfers. They should: -

- (a) be made at the appropriate time; and
- (b) have just cause and supporting documentation.

Financial monitoring – the budget holder should review the on-line reports available to them in order to compare budget versus actual expenditure plus commitments. This should be carried out to ensure that all irregularities are identified and the necessary adjustments/journals processed in time to be included in the claim, as claims are prepared using the information contained in these reports. Prompt identification and written notification to the Research Claims section is essential to ensure their accuracy. Responsibility for virement of funds between budget headings lies with the budget holder who may need to obtain written permission from the awarding body concerned before any changes are made.

All action taken by the Research Claims section in the financial administration of grants/contracts is initiated by information from the Research Management section. **It is therefore vital that grant holders inform Research Management of any alteration or amendment to the original contract in order to ensure the accuracy of claims and the information contained in University reports.**

Research Grant Budget Statements

Research Grant Budget Statement

Budgrp	Budget Group Name	Budget	Actual	Commitments	Balance of Grant
1-16	RESEARCH INCOME	(£150,000)	(£75,000)	0	(£75,000)
	TOTAL INCOME	(£150,000)	(£75,000)	0	(£75,000)
2-24	OVERHEADS	£50,000	£25,000	0	£25,000
	TOTAL INDIRECT COSTS	£50,000	£25,000		£25,000
		(£100,000)	(£50,000)		
2-01	CONSUMABLES & LAB SUPPL	£4,000	£1,111	0	£2,889
2-02	BOOKS & PERIODICALS	£400	£37	0	£363
2-03	PRINTING & STATIONERY	£1,000	£831	£47	£122
2-04	TRAVEL & SUBSISTENCE (EU)	£6,000	£5,094	£514	£392
2-05	TRAVEL & SUBSISTENCE (NON)	£1,000	£921	0	£79
2-06	REIMBURSED EXPENSES	£10,000	£9,645	0	£355
2-07	HOSPITALITY	£100	£36	0	£64
2-09	CATERING PROVISIONS	£500	£147	0	£353
2-18	LEGAL & PROF FEES/CONSULT	£2,000	£1,902	£15	£83
2-31	ACADEMIC SUPPORT	£5,000	£3,332	0	£1,668
2-99	MISCELLANEOUS	£10,000	£5,000	0	£5,000
	RECURRENT – SUBTOTAL	£40,000	£28,056	£576	£11,368
3-01	ACADEMIC	0	0	0	0
3-05	CLERICAL/MANUAL	£60,000	£52,134	0	£7,866
	PAYROLL – SUBTOTAL	£60,000	£52,134	0	£7,866
	TOTAL DIRECT COSTS	£100,000	£80,190	£576	£19,234
	CHECK TOTAL (FINANCE DEPT)	0	£30,190		

In order to assist you in your analysis of these reports the following guide to the attached example has been completed.

This shows the overall position for the grant as on the date of the report, irrespective of the period in which the transaction took place.

Column Headings:

Budgrp – is the first 3 digits of the analysis code used for any income or expenditure.

Budget Group Name – is the description of the Budgrp.

Budget – is the budget for the grant as per the contract (or as amended if relevant). The Research Claims section enters details onto the finance system from information received from the research grants and contracts database.

Actual – is all income/expenditure that has been processed to date, via the finance system (i.e. 'sales' or purchase invoices processed, income received or salaries paid). Income is denoted by negative or bracketed figures. Expenditure is denoted by positive or non-bracketed figures.

Commitments – shows outstanding orders and purchase requisitions relating to the cost centre code.

Balance of Grant – is the 'amount' of budget remaining against each analysis code. A positive (non-bracketed) figure against an expenditure analysis code denotes budget remaining; a negative (bracketed figure) denotes an overspend; the opposite applies to income codes.

TOTAL DIRECT COSTS row – Balance of Grant column is the total 'budget remaining'.

Rows:

Analysis codes are grouped into income, overheads, recurrent, payroll and capital with a subtotal for each. There is also a subtotal for total income and total direct costs. The check total (Finance Department) at the bottom shows the current position of the grant. This takes actual income to date, less actual expenditure to date. It takes no account of commitments. A positive (non-bracketed) figure in this box indicates a deficit and a negative (bracketed) figure indicates a surplus.

The Budget Column, the budget set for the project is £150k, overheads = £50k. This leaves £100k to spend on the project; this £100k is broken down as £40k recurrent and £60k in salary costs.

The Actual Column, this shows the cumulative spend, i.e. how much has been spent of the grant since day one to the present day. In this Appendix 1, of the £150k budgeted income we have received £75k so far, of which £25k is overheads, leaving £50k actual cash to spend in the grant. The total actual spend to date since day one of the project is recurrent £28,056 plus salary £52,134. This gives a total spend of £80,190.

The actual position shows an overspend of £30,190. As the grant is continuing and most grants operate in arrears then this is acceptable. If this were the end of the grant and all income had been received, then this overspend would be charged back to your Research Directorate.

The commitments column shows that a total of £576 has been committed to printing and stationery and travel. This has not yet been paid but should be taken into account when considering the amount of the grant left to spend.

The Balance of Grant column shows £75k income still to be received, of which £25k is overheads.

In terms of recurrent, £11,368 is left to spend and £7,866 is left in the salary budget – overall there is still £19,234 left to spend on the grant (£7,866 salary and £11,368 recurrent).

SECTION C

General Information

Demand Management

In order to limit the number of applications and improve success rates, some of the Research Councils have now introduced Demand Management processes.

Examples of these Demand Management processes can be found at:

ESRC - <http://www.esrc.ac.uk/about-us/performance-information/demand-management/>

NERC - <http://www.esrc.ac.uk/about-us/performance-information/demand-management/>

EPSRC - <https://www.epsrc.ac.uk/funding/applicationprocess/basics/resubpol/rua/>

Definition of Research and Impact for REF

Definition of Research for the REF:

1. For the purposes of the REF, research is defined as a process of investigation leading to new insights, effectively shared.
2. It **includes** work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarships; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It **excludes** routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also **excludes** the development of teaching materials that do not embody original research.
3. It **includes** research that is published, disseminated or made publicly available in the form of assessable research outputs, and confidential reports (as defined at paragraph 115 in Part 3, Section 2).

Definition of Impact for the REF:

4. For the purposes of the REF, impact is defined as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia (as set out in paragraph 7).
5. Impact **includes**, but is not limited to, an effect on, change or benefit to:
 - the activity, attitude, awareness, behaviour, capacity, opportunity, performance, policy, practice, process or understanding;
 - of an audience, beneficiary, community, constituency, organisation or individuals;
 - in any geographic location whether locally, regionally, nationally or internationally.
6. Impact **includes** the reduction or prevention of harm, risk, cost or other negative effects.
7. For the purposes of the impact element of the REF:
 - a. Impacts on research or the advancement of academic knowledge within the higher education sector (whether in the UK or internationally) are **excluded**. (The submitted unit's contribution to academic research and knowledge is assessed within the 'outputs' and 'environment' elements of REF.);
 - b. Impacts on students, teaching or other activities within the submitting HEI are **excluded**;
 - c. Other impacts within the higher education sector, including on teaching or students, are **included** where they extend significantly beyond the submitting HEI.

University Research – Changes to VAT

With effect from 1 August 2013, the VAT exemption on research between eligible bodies has been withdrawn. Eligible bodies are defined as:

UK Universities
NHS Trusts
Local Authorities
Government Departments

Situation up to 31 July 2013:

The supply of **Business Research** between eligible bodies was exempt and non-business research was outside the scope of VAT.

Business Research is defined as where the funder expects to benefit from the research, perhaps through IP exploitation, or the formation of policy.

Non-Business Research is where the funding is given with 'no strings' attached and it is deemed as research for the wider public benefit.

From 1 August 2013:

The VAT exemption for business research that has been withdrawn for all contracts dated 1 August 2013 onwards. Non-business research is still outside the scope of VAT. Please refer to the attached flowchart for further explanation.

WHAT DOES THIS MEAN FOR THE UNIVERSITY?

For contracts dated after 1 August 2013, supplies of research between eligible bodies is subject to VAT at 20%. This will represent an additional cost to the University as in most cases this VAT is not recoverable from HM Revenue and Customs.

Transitional Arrangements:

If a contract is dated 31 July 2013 or before then the old rules will still apply to that contract after 1 August 2013 until it ends, even if the actual work has not started by 1 August 2013. There are however certain restrictions on the scope of the transitional arrangements.

Minor variations to the contract will not affect the VAT liability. This might include:

- Changing the supplier of a sub-contracted service
- Changing the order the contract is performed in
- Minor changes to the delivery time of the contract (less than 3 months)

The list is not exhaustive but the changes involved must only have a very minor impact on the delivery of the contract.

If a substantial variation is made to the contract as it stood at 31 July 2013, then supplies that relate to the changes will be subject to VAT at 20% (supplies under the original contract will remain exempt). Substantial changes may include:

- Increase in the length of the contract by more than 3 months
- Payment of additional funding
- New or additional work to be performed
- Changes to the product or topic on which research is being carried out

Collaboration:

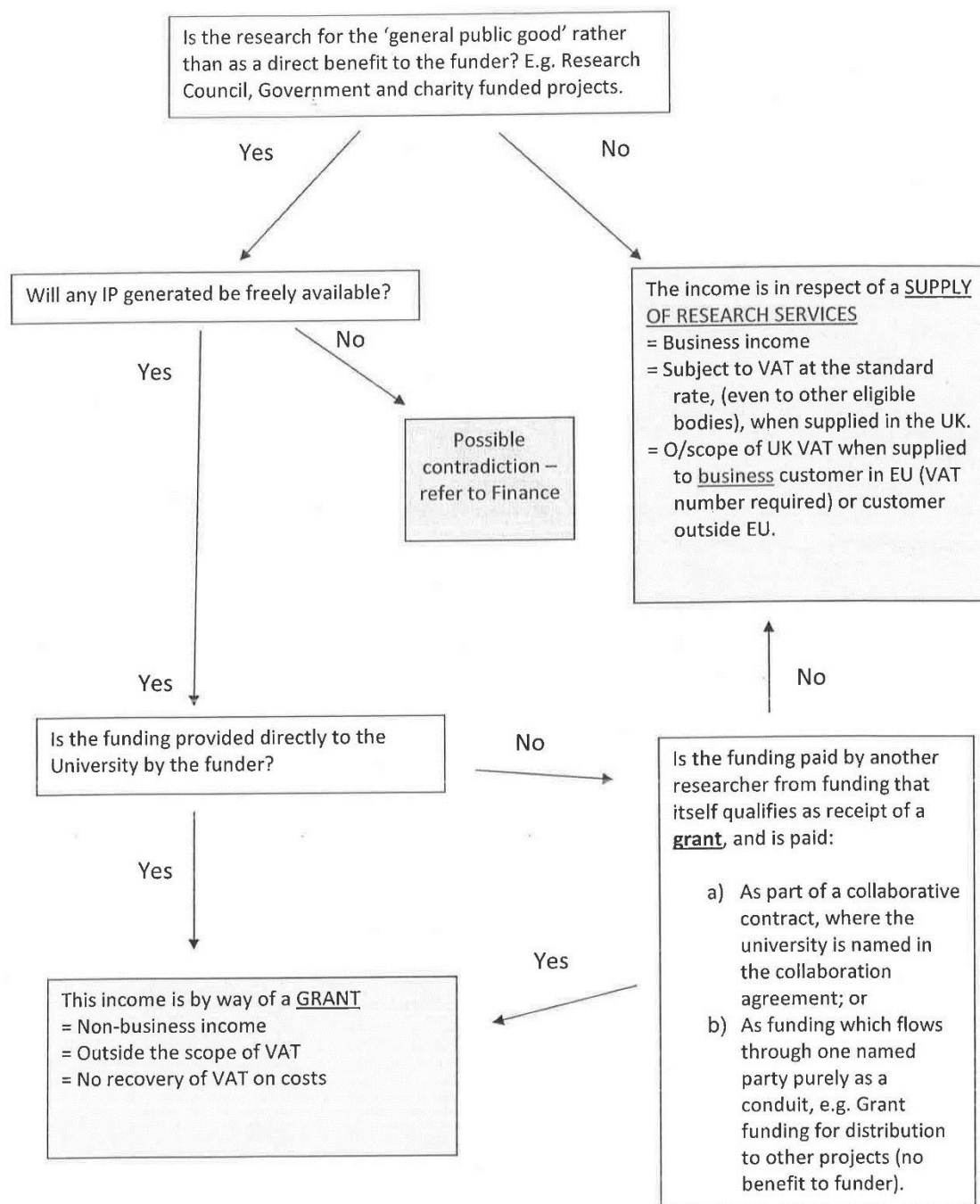
HM Revenue and Customs recognise that it is common practice for Universities to apply jointly for grant funding. Provided that the collaborative arrangement is non-business, i.e. does not involve supplies for a consideration, then it will accept that all research services provided by each of the collaborating bodies involved in the project are outside the scope of VAT.

Further Information:

If you have a query on the above please contact Mark Harvey – Ext 23069

VAT Treatment of University Research Income

(incorporating new rules on the withdrawal of VAT exemption for supplies of research between eligible bodies from 1 August 2013)



Memo

To: Research Institute Directors

From: Professor Norman Black, Pro-Vice-Chancellor
(Research and Innovation)

Date: 30 November 2009 Ref: NDB/

Re: Policy on Naming Researchers in External Grant Applications

At its meeting on 26 October 2009 VCAG asked me to write to you outlining the procedure in relation to naming research staff in external research applications.

The University permits the inclusion of research as named researchers in the following circumstances:

1. The researcher must be included at their current grade, i.e. it is not possible for a researcher to gain promotion by a higher level post being costed into an external application;
2. The researcher must have a contract of employment with the University which has an end date either on or after the new grant is due to start, i.e. if a researcher has a contract expiring on 31 March 2010 and the grant applied for is not due to start until 1 June 2010 then this researcher cannot be named on the application as they will not be an employee of the University when the new award starts;
3. The external funder guidelines must allow the researcher to be named.

If all of the 3 criteria above are met then the researcher can be named in external grant applications.

Norman Black