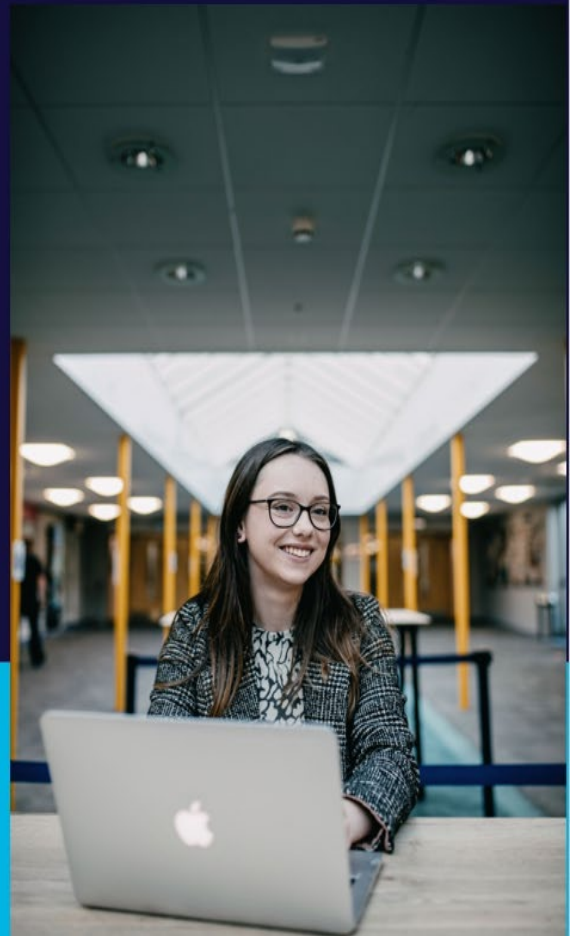


Research Management

A professional support department
within Research and Innovation

Guidelines to help you manage your grant
funded project

[Research and Innovation
\(ulster.ac.uk\)](https://ulster.ac.uk)



Research Management – Post Award Guidance and Procedures

Contents

1: Introduction	3
2. Award Set Up and Project Set Up: Overall Process	5
3. Project Live: The Contracting Process	6
4: Project Live: The Claims Process	7
5: Project Live: Eligible Spend General Guidance.....	8
6: Appendix A: Closures Procedure for Research Projects.....	9
7. Appendix B: Managing Changes: Costed & No Cost Extensions and Virements.....	10
8. Appendix C: Managing Changes: Supplements.....	11
9. Appendix D: Managing Changes: Transfer of PI	12

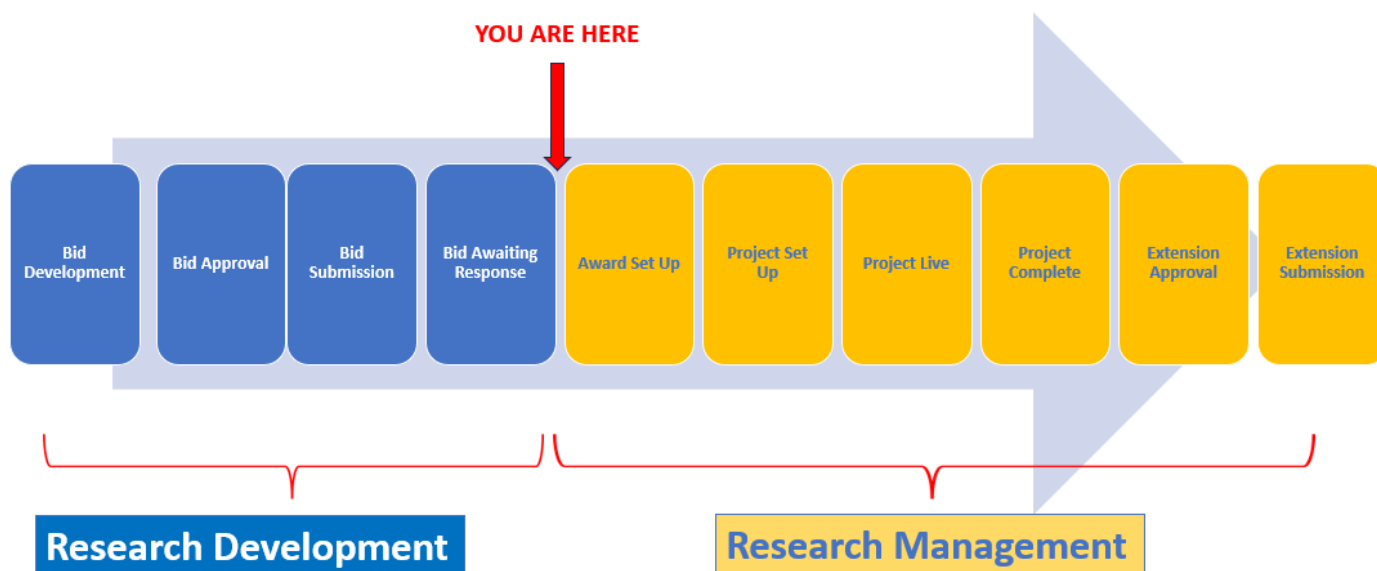
Version Control

Version	Date	Author	Changes	Review Date
1	Feb-25	Orlaith Hurley		Feb-26

1: Introduction

Congratulations on your successful Research Award!

At this stage, your project will have been marked 'Successful' on Worktribe, and handed over to Research Management. The purpose of this guidance document is to assist you with the management of your award.



Who we are:

- The Research Management ("RM") team is responsible for post award research contract management, management of research finance and administration of research grant claims. Research Management consists of 2 teams: Contracts Team and Claims Team. **Overall responsibility for the management of the grant or contract rests with the Principal Investigator.**

Main responsibilities are:

Contracts Team:

- Review Award Letter and associated terms and conditions
- Arrange sign off of Award Letter
- Review and negotiate contracts with named partners on the award.
- Review budget, assign nominals, splits and create cost centre
- Completion of confirmation of funding form
- Advise and consult with PI on funder requirements for changes such as costed extensions, no-cost extensions, virements and supplements and update Worktribe accordingly.

Claims Team:

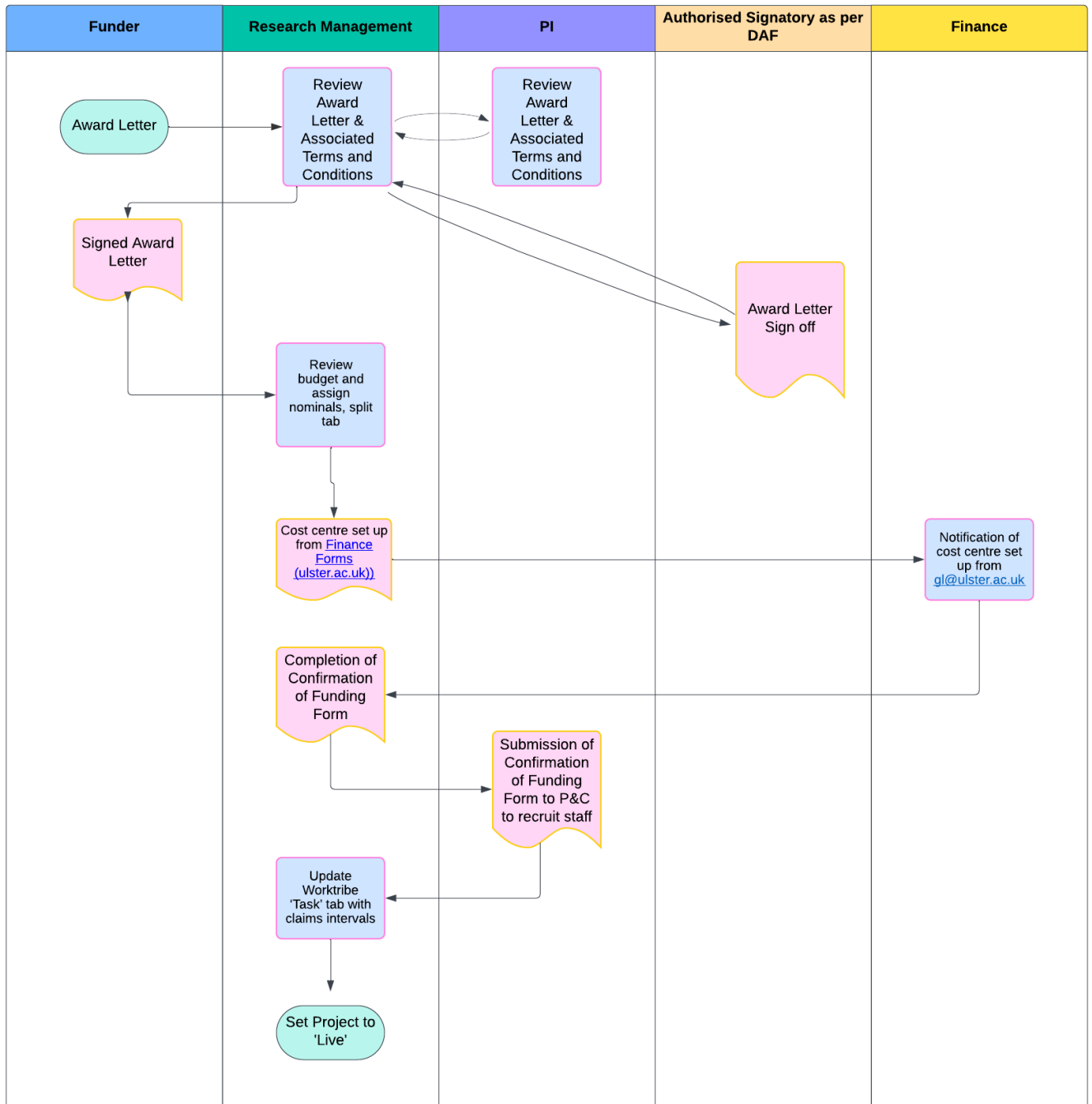
- Prepare reconciliations, statements of income and expenditure, closures and claims.
- Manage internal and external research project audits.
- Liaise with PI and support staff to manage eligible expenditure.
- Assist the Finance Department with the correct allocation of project income and including review and management of aged debts.

We are aligned to the following Faculties to provide specialist support:



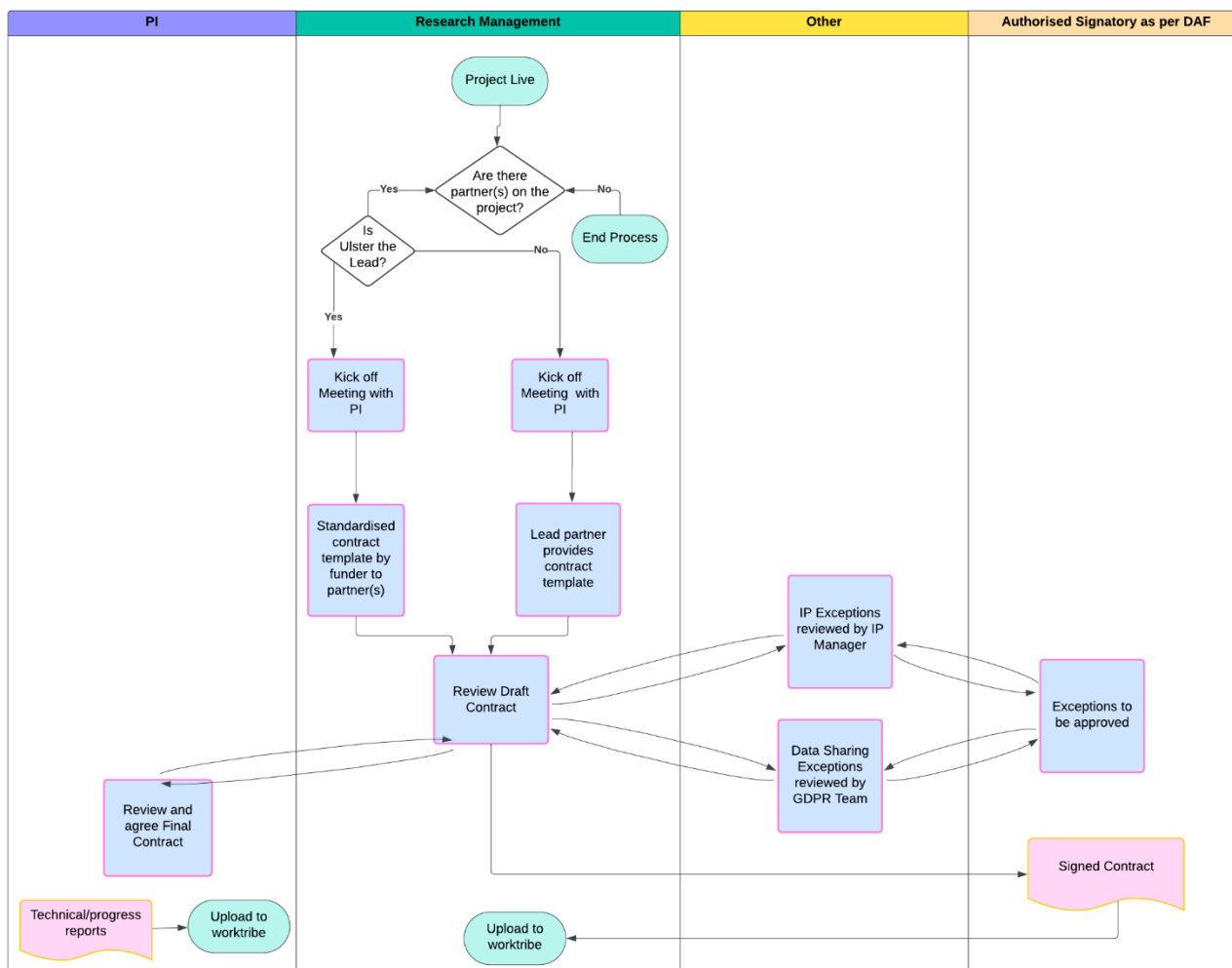
2. Award Set Up and Project Set Up: Overall Process

Please see the process below for outcomes of getting a signed award letter to the funder, cost code set up and completion of funding form to begin recruitment. The swim lanes identify who is responsible for each step.



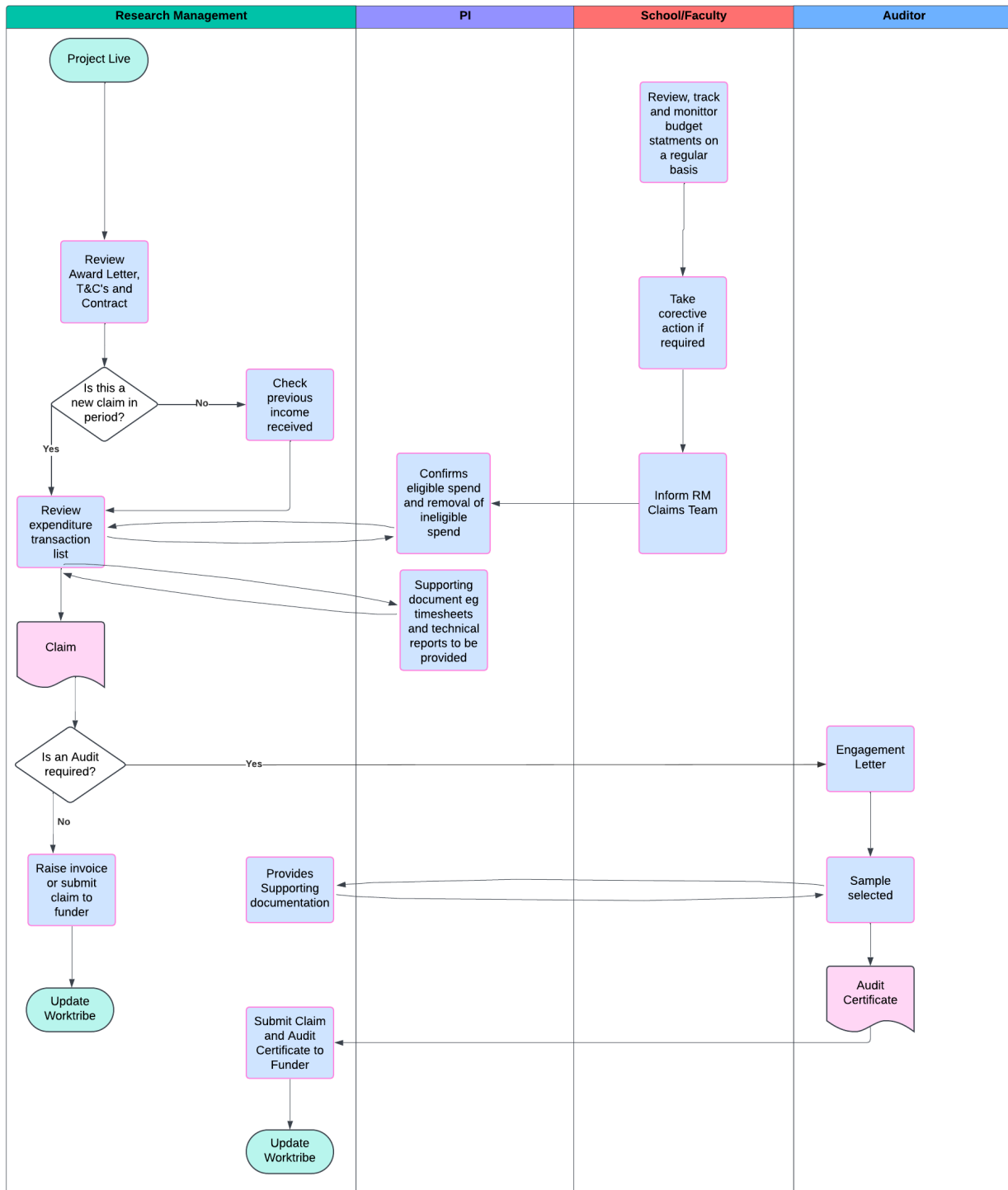
3. Project Live: The Contracting Process

Please see the process below for outcome of getting a signed contract completed as well as completing and loading technical/progress reports to Worktribe . The swim lanes identify who is responsible for each step.



4: Project Live: The Claims Process

Please see the process below for outcome of getting a claim and claim audit completed. The swim lanes identify who is responsible for each step.



5: Project Live: Eligible Spend General Guidance

Eligible Costs will be outlined in the Award Letter Terms and Conditions, however it is the PI's responsibility to ensure that the University Financial Policies are also followed. Please see some useful links below. PI's to refer to Research Management for queries.

Useful Links:

[Finance Procedures and Guidance](#)

[Purchase Card Policy](#)

[VAT Explained](#)

[Procurement Policy](#)

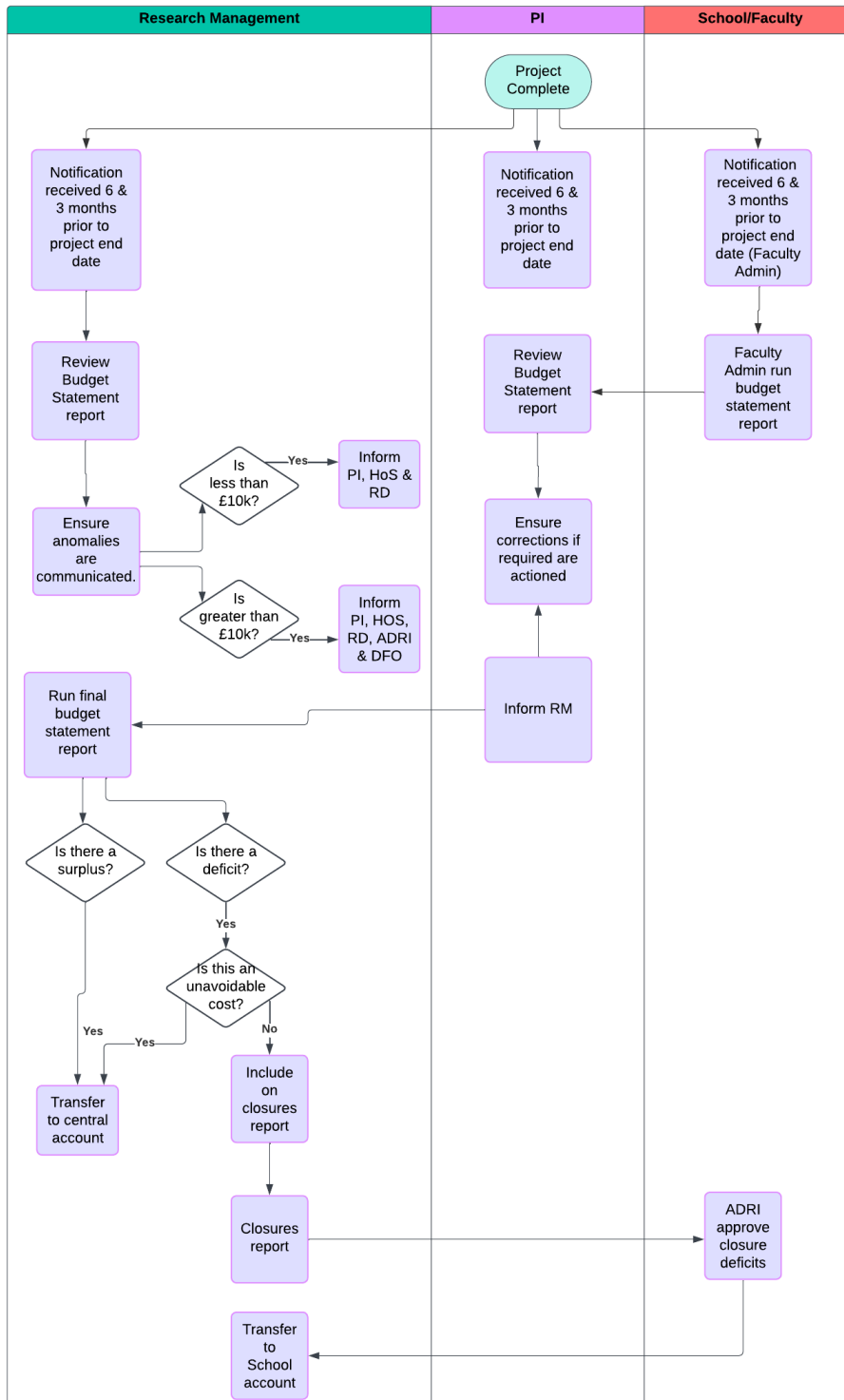
[Travel and Expenses Policy](#)

[Fraud Risk Management Policy](#)

[R&I Departmental DAF.docx](#)

6: Appendix A: Closures Procedure for Research Projects

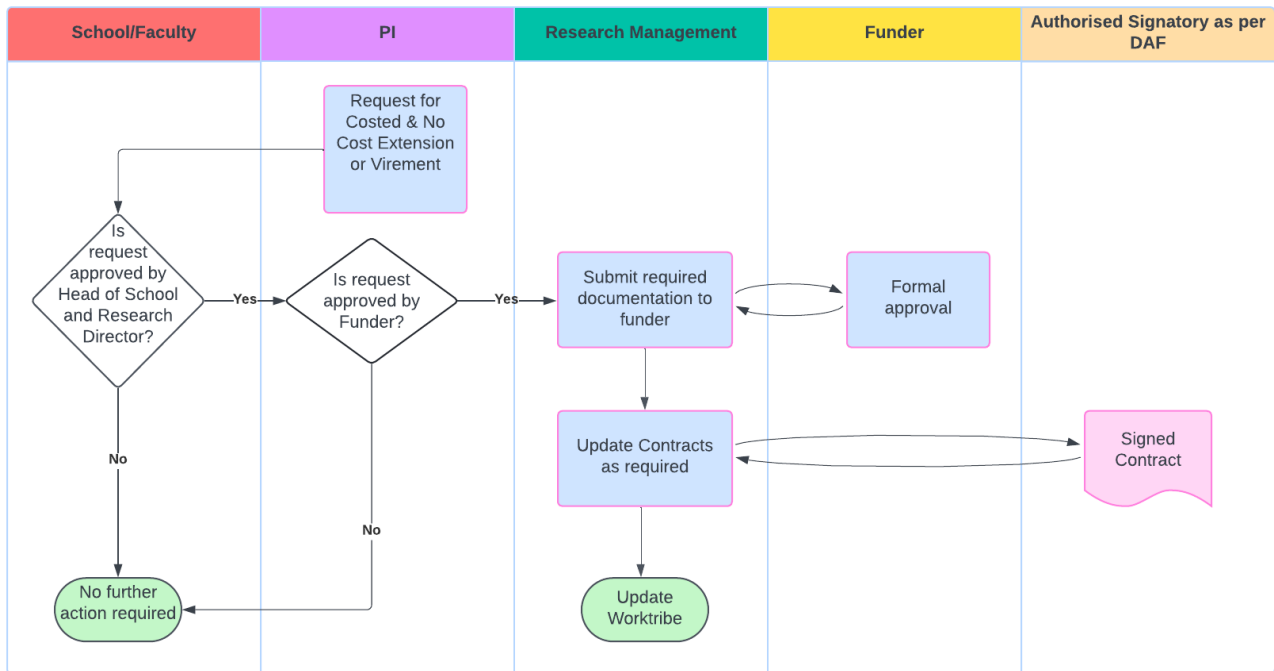
Please see the process below for outcome of getting a cost code closed. The swim lanes identify who is responsible for each step.



7. Appendix B: Managing Changes: Costed & No Cost Extensions and Virements

- A costed extension is a request for additional time and resources.
- A no-cost extension is a request for additional time only.
- Virements are changes within budget, usually requiring the movement from one budget line to another.

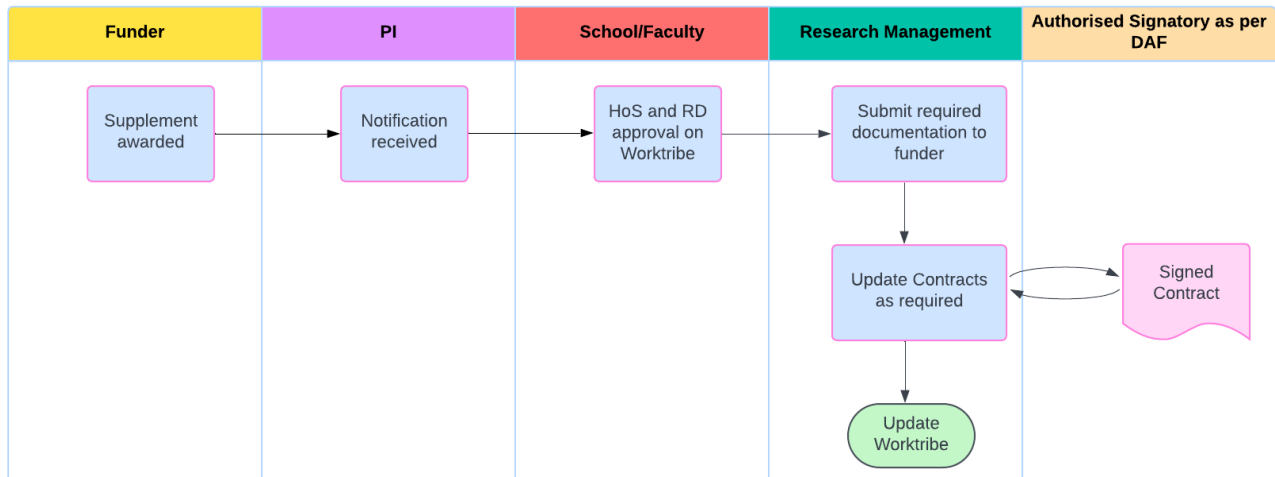
Please see the process below for outcome of managing changes to live projects. The swim lanes identify who is responsible for each step.



8. Appendix C: Managing Changes: Supplements

- This is when the funder provides supplementary funding for an existing project but the duration of the project remains as originally awarded.

Please see the process below for outcome of managing supplement changes to live projects. The swim lanes identify who is responsible for each step.



9. Appendix D: Managing Changes: Transfer of PI

Please see the process below for outcome of managing transfers of grant funded projects into and out of the university. The swim lanes identify who is responsible for each step.

