Grant Finances and Justification of Resources

LES Fellowships Cohort
Session 2
What is the JoR?

• It is the documentation that describes the need for funds requested in the project

• It is not a list of costs; this is typically what appears in the application itself

• The JoR needs to link to the list in the application and justify why the costs are required

• Typically it is two standard A4 pages, but there is no structural guidance for the presentation of the costs
Types of Costs

- There are four fundamental types that may appear on a research application
  - **Directly Incurred Costs ("DI Costs")**
    - Staff – Directly Incurred Posts
    - Travel and Subsistence
    - Other DI – Consumables
    - Equipment (special rules apply)
  - **Directly Allocated Costs ("DA Costs")**
    - Staff
    - Estates and Infrastructure Technicians
    - Facilities
  - **Indirect Costs**
  - **Exceptions (generally only Research Councils [RCUK])**
    - Overseas Partners
    - Student Costs
Directly Allocated Costs

- **Permanent Staff Members**
  - Unlikely to be on fellowship applications

- **Overheads**
  - Infrastructure Technicians
  - Estates
  - Indirect Costs

- **Facilities**
  - UoB internal “small” and “large” facilities (check with Research Support Office / Research Finance)
  - You must justify the amount of time / runs / scans etc requested
DI Cost: Staff

• Your Time!

  • Communications regarding your salary should be held with your supervisor / Head of School at the host institution.

  • This should be done as soon as possible.

  • Most fellowships are 100% of your time

  • Schemes where time < 100% will need justification of why you are not able to fully commit & usually approval in advance from Funder.
DI Cost: Travel and Subsistence

• Flights / Domestic Travel
  • Obtain quotes from recognised websites (i.e. Skyscanner)
  • Account for future inflation or ‘round up’ costs to allow for fluctuation
  • Don’t include costs based on ‘advance’ fares

• Accommodation
  • Shop around for quotes
  • Consider options (Hotels, AirBnB etc)

• Subsistence
  • Base on a fixed rate per day. (i.e. UK £40 p/d)
Other Directly Incurred Costs

- General Consumables
  - Reagents

- Printing / Photocopying

- Computer Software

- Casual Research Staff

- Small Equipment (items < £10k)
  - Laptops
DI Cost - Equipment

- **Typically Items (inc VAT) > £10k to OJEU threshold**
  - FLAG TO RESEARCH SUPPORT AT OUTSET
  - Equipment search at the must be conducted
  - Justify that equipment is not available elsewhere within the institution
  - Approval of the Institutional contribution of 50% (average) must be obtained as soon as practicable

- **Items > OJEU threshold**
  - Business case required.
  - RCUK will decide the strategic location for these items.
  - Talk to your Research Development Manager
Other Considerations

• Will the need for costs that you think are “obvious” be equally obvious to the referees?

• RCUK advise that every item requested must be justified, however small.

• Applications requesting items ordinarily found in-situ (i.e. non-specialist computers) should include justification for why they are required **AND** why they can’t be provided by the University.

• Include costs for all elements of the project from commencement to dissemination of results?.

• Check limits and caps in respect of the calls funding i.e. Leverhulme Trust £8k p.a. for research expenses
You don’t need to justify:

• Estate and Indirect costs (but it is safe to justify “infrastructure technicians”).

• Investigator salaries (but you must justify the time commitment).

• Research Facilities costs – (e.g. RCUK and formally recognised UoB internal “small” and “large” facilities (listed in the FEC tool) – but you must justify the amount of time requested.)
Items not funded:

- **Check call guidance** to see if there is anything else!
  - i.e. the Leverhulme Trust will not fund individual items of equipment over £1,000
  - NERC won’t fund equipment > £10k, but EPSRC will

- Absolutely anything occurring after the project end date
  - i.e. Time for writing publications
  - Any travel after the fellowship end even if booked in its lifetime

- Time for writing grant applications or peer review
Resources for Pathways to Impact:

- Justify any resources requested to support Pathways to Impact within the project’s lifetime:
  - Workshops, seminars, networking and engagement events
  - Publication costs
  - Project-specific publicity/dissemination
  - Public engagement activities

- Funders will not pay patent and other IP costs

- Cross-reference to Pathways to Impact and vice versa
The most common errors

• Costs stated in the application form are not fully justified in the JoR - e.g. the investigator time that has been asked for has not been justified.

• Costs or descriptions stated in the application form do not match those in the JoR.

• Justification of why an item is needed is not clear or is poor e.g. listing the items from the application form without any description of why they are needed.

• Costs for items with multiple components are not broken down to individual costs.
Do and Don’t

• **Do**
  - CHECK SCHEME GUIDANCE
  - Ask for **exactly** what you need
  - **Explain** why you need each resource
  - Include VAT where appropriate
  - Break down ‘bulk’ items
  - Ask either RSO or Research Finance for clarification

• **Don’t**
  - Believe the myth that cheaper proposals are more likely to be successful.
  - Understate the costs – there is no top up funding!

• **Remember**
  - If the justification you give doesn’t add up in any respect, at least one of the referees will almost certainly spot it.
Justification of Resources

EPSRC guidance:
http://www.epsrc.ac.uk/funding/appprev/preparing/Pages/jor.aspx

BBSRC guidance:

NERC guidance:
http://www.nerc.ac.uk/funding/application/researchgrants/grantshandbook.pdf

The Leverhulme Trust guidance:
https://www.leverhulme.ac.uk/funding/ineligible-costs

The Wellcome Trust guidance:
https://wellcome.ac.uk/funding/sir-henry-dale-fellowships
Questions?