

Grant Finances and Justification of Resources

LES Fellowships Cohort Session 2



UNIVERSITY OF
BIRMINGHAM

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

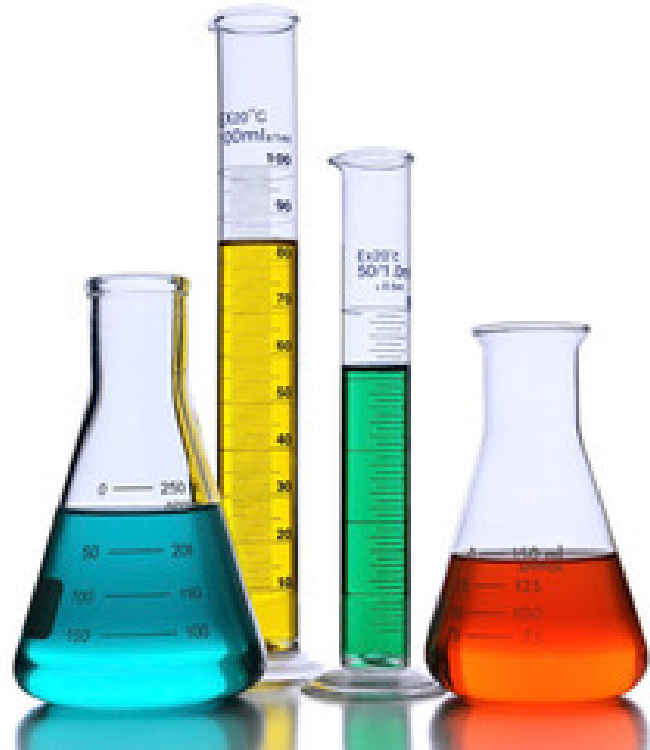
- **Your Time!**
 - Communications regarding your salary should be held with your supervisor / Head of School at the host institution.
 - This should be done as soon as possible.
 - Most fellowships are 100% of your time
 - Schemes where time < 100% will need justification of why you are not able to 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 projects 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/apprev/preparing/Pages/jor.aspx>

BBSRC guidance:

http://www.bbsrc.ac.uk/web/FILES/Guidelines/grants_guide.pdf

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?

