

CLAIMS PROCESS

Royce Industrial Collaboration Programme Round 3

Funding is awarded per project up to the maximum funding amount specified in the grant award letter. The grant payable is awarded in arrears after the project has closed and for eligible costs incurred and paid.

For Royce partners:

- Successful applicants are to add all costs incurred in carrying out the project to their Royce partner quarterly claim, in line with the cost breakdown provided with the bid and capped at the "Total funding requested".
- A "Cost log" must be completed and submitted to Manchester for the total claim.
- For industry partner only: An independent accountant's report is required for claims over £50,000. Any claims under £50,000 require a signed Director's statement. Deadline for submission is 29th April 2024.

For The University of Manchester:

- All The University of Manchester bidders or project partners will be allocated a chargecode.
- If Manchester is leading the project the total budget will be for the "Total funding requested," or if Manchester is a project partner, the budget will be for Manchester costs only.
- If leading the project, flowing of funding to partners will need to be arranged through local/ department project support/operations.
- A "Cost log" must be completed and submitted to Royce Manchester for the total claim, either for the project if leading or Manchester incurred costs if a project partner.
- For industry partner only: An independent accountant's report is required for claims over £50,000. Any claims under £50,000 require a signed Director's statement. Deadline for submission is 29th April 2024.

For other universities:

- The University of Manchester will issue a purchase order to each successful project for the total amount of funding awarded (the "Total funding requested" on the costing form).
- Project leads are to invoice for all costs incurred in carrying out the project, in-line with the cost breakdown provided with the bid and capped at the "Total funding requested".
- A "Cost log" must be completed and submitted with each invoice.
- Project leads must invoice in full at the end of the project for all incurred costs.
- For industry partner only: An independent accountant's report is required for claims over £50,000. Any claims under £50,000 require a signed Director's statement. Deadline for submission is 29th April 2024.

For companies, RTOs and not-for-profit organisations:

- The University of Manchester will issue a purchase order to each successful project for the total amount of funding awarded (the "Total funding requested" on the costing form).
- Project leads are to invoice for all costs incurred in delivering the project, in line with the cost breakdown provided with the bid and capped at the "Total funding requested".
- If a project involves more than one company, then an award letter will be issued to each enterprise detailing their individual award amount. A "Cost log" detailing all costs incurred on the project (including costs not funded by Royce) must be

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completed and submitted with each invoice.

- Bidders have two options available to them in regard to invoicing, they may either; 1) invoice Royce at the end of each calendar month for that month's project costs, or 2) invoice in full at the end of the project for all costs incurred.
- An independent accountant's report is required for claims over £50,000. Any claims under £50,000 require a signed Director's statement. Deadline for submission is 29th April 2024.

Further details and report deadlines:

Note: if The University of Manchester is a collaborator, any funding allocated to the University will be retained (to avoid money being paid to a project lead only to be paid back to the University). Therefore, in this case the maximum claim value will be the Total Funding Requested (as per the costing form submitted) less the amount of funding allocated to The University of Manchester. Manchester is responsible for the cost log and claim for their proportion of funding.

- As per the terms of this funding, only eligible expenditure completed before 29th Feb 2024 can be claimed.
- Submission of cost log is the 15th March 2024 (as per the funding agreement).
- All industry partners are required to submit an independent accountant's report for claims over £50,000. Any claims under £50,000 require a signed Director's statement. Deadline for submission is 29th April 2024.
- A final report in the form of a case study will need to be submitted within one month of completing the programme, Thurs 28th March 2024.

Cost logs should be submitted to grants@royce.ac.uk, this email can also be used for any queries.