

FAQ

POST AWARD GUIDANCE

ROUND 4 - 2024

Frequently Asked Questions

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ICP ROUND 4

REPORTING

WHAT ARE THE REPORTING REQUIREMENTS AT THE END OF THE PROJECT?

The following deliverables should be submitted within **1 month** after the project ends ([see claims and report guidance for full details](#)):

1. Final report in the form of a case study
2. Completed cost log, detailing total costs incurred and claimed for the project (link to form can be found on final report)
3. Final invoice to be submitted to Royce by the lead partner
4. 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.

Cost logs, invoices and industry independent accountant's reports/ Director's statements should be uploaded to the final report and case study form in the FlexiGrant Portal here. To complete the final report:

- Click "My Applications"
- Locate the relevant award
- Select "Reporting"
- Complete the "Final Report and Case Study Form"

IS THERE A TEMPLATE FOR THE INDEPENDENT ACCOUNTANT'S REPORT/DIRECTOR'S STATEMENT AND CAN THE COST BE CLAIMED FROM THE GRANT?

There is not a specific template for this. An independent accountant will be able to advise on the best way to present this. The report should verify the incurred costs that are being claimed for the project. The cost of an independent account's report can be claimed from the grant.



FUNDING

Please refer to the Industrial Collaboration Programme Competition Guidance [here](#) for full details of eligible and ineligible costs.

HOW DO I SUBMIT A CLAIM?

Claims should be submitted by the lead applicant through the Flexigrant portal [here](#).

- Click on “My Applications”
- Locate the relevant award
- Select “Reporting”
- Under Claim Forms select “New Claim”
- A cost log and invoice must be attached to every claim

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CAN COSTS BE CLAIMED FOR EXPENDITURE WHICH DOES NOT FALL WITHIN THE DURATION OF THE PROJECT (E.G. FOR FUTURE TRAVEL, CONFERENCE ATTENDANCE)?

Only costs incurred between the project start and end dates can be claimed, even if the expenditure is in relation to the awarded project.

IS IT POSSIBLE TO VIRE BUDGETS BETWEEN CATEGORIES?

Each project partner can vire up to 10% between their staff, travel, consumables and non-Royce facilities categories without approval from Royce. Changes to Royce facilities budgets and transfers of budgets between partners is not possible due to the different funding levels. These would be classed as a ‘significant change’ of budget. **It is not possible to vire from indirect costs/overheads.**

CAN CAPITAL EXPENDITURE BE CLAIMED?

Capital expenditure to enhance a Royce facility can be claimed if it is over £10k and up to 20% of the total project costs. Any equipment purchased must be used solely for research and not for commercial purposes. To be eligible, this costing must have been included in the ICP costing sheet upon application.



ROYCE

IS THERE A MAXIMUM AMOUNT THAT CAN BE CLAIMED FOR CONSUMABLES, TRAVEL, TRAINING AND EVENTS?

The maximum individual consumable cost is £10k. All items procured under this category must be used solely for research and not for commercial purposes. Up to £5k can be claimed for travel and subsistence/training and development and up to £2k for events and outreach. All expenditure must be for the ICP project and incurred within the project's duration. All eligible costs should be limited to those strictly necessary for the project or activity and limited to the time of the project. If this includes reasonable incurred costs for business meal/s or subsistence, alcohol is not eligible and a justification, detailed receipt and full list of participants must be provided with the claims form.

CAN A SUBCONTRACTOR BE USED FOR THE PROJECT?

A subcontractor can be used on the ICP Programme with prior agreement from Royce. This should be approved before application and details included on the costing sheet.

CAN SIGNIFICANT CHANGES OF BUDGETS BE REQUESTED?

Expenditure which is not included in the application costing sheet is not eligible. Any subcontracts should have received approval from Royce prior to submission. Changes excluding Royce facilities, indirect costs, overheads and subcontracts may be considered in exceptional circumstances and should be submitted to Royce via the Change Request form in the FlexiGrant Portal [here](#).

- Click on “My Applications”
- Locate the relevant award
- Select “Reporting”
- Under Reporting select the “Change Request Form”

HOW ARE PARTNER ORGANISATIONS PAID FUNDING?

Project leads are responsible for flowing down funding to all partners except for Manchester partners as these funds will be kept at Manchester. Where projects are led by an industry partner and involve a second industry partner, funds to the second industry partner will be awarded directly by Royce. Funds to HEI partners will flow from the lead industry partner.

HOW FREQUENTLY CAN FUNDING BE CLAIMED/INVOICED?

Recipients 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. A [cost log](#) must be submitted with every invoice via the Flexigrant portal [here](#).

- Click on ‘My Applications’
- Locate the relevant award and select “Reporting”
- Under Claim Forms select New “Claim”

CAN VAT BE CLAIMED ON INVOICES?

VAT treatment of grant income by grant recipients:

UKRI grants are not considered to be payment for services; they are provided without expectation of any supply or direct benefit to the grant funder or the University of Manchester. As a result, VAT does not arise and any invoices submitted by the grant recipient should not include VAT. They should be issued 'outside the scope' of VAT.

Please note this reflects the UKRI funding conditions for the grant and does not constitute VAT advice provided by the University of Manchester.

VAT treatment of grant expenditure:

Recoverable VAT (i.e. where it can be reclaimed from HMRC via a VAT return) should not be included within grant claims. It is not a cost to the grant recipient.

Academic participants and industry partners can legitimately claim irrecoverable VAT incurred as part of their costs (i.e. VAT that is not reclaimed from HMRC).

Organisations that are not VAT registered can include all VAT incurred on relevant expenditure within their claims.

CAN CLAIMS INCLUDE PURCHASES FROM NON-UK SUPPLIERS?

Non-UK suppliers can be used if there are no UK alternatives. The procurement of equipment, consumables and services, including maintenance, must comply with all relevant national and EU legislation and consideration must be given to the energy and waste implications of all procurements.

IS IT NECESSARY TO SUBMIT TIMESHEETS FOR STAFF COSTS?

Timesheets do not need to be submitted to Royce but it is advisable to keep these locally in case of future audits.

OTHER

HOW WILL ROYCE PROCESS AND USE DATA SUBMITTED AS PART OF THE ICP PROGRAMME?

The information provided will be processed for the application, review and award of the Industrial Collaboration Programme (ICP) funding. If successful, this data will also be used for communication and reporting. Any personal data will be managed and retained in accordance with The University of Manchester's [Collaborator/Partner Privacy Notice and Records Retention Schedule](#). EPSRC funded projects are also managed in accordance with [UKRI Standard Terms and Conditions of Funding, and Innovate UK awarded project data will be retained for 10 years.](#)

WHAT TYPE OF STATE AID DOES THIS FUNDING FALL UNDER?

This competition provides funding under the Research, Development and Innovation Streamlined Route of the Subsidy Control Act 2022. Further information about the Subsidy requirements can be found within the [Subsidy Control Act 2022](#). All industry leads must complete the Subsidy Control Declaration via the Flexigrant portal [here](#) **within two weeks of award**.

- Click on 'My Applications'
- Locate the relevant award and select "Reporting"
- Complete the subsidy control declaration

University and RTO leads are responsible for any subsidies that they flow down to industry partners.

HOW WILL ANY IP GENERATED BY THESE PROJECTS BE HANDLED?

IP arrangements will need to be confirmed in the collaboration agreement, bearing in mind the type of collaboration for which funding is being sought. Although this will need to be agreed between the project partners, our expectation is that each party will own IP developed within its respective work packages. Deviation from this clause may result in delay or withdrawal of your grant.

IS THERE A TEMPLATE FOR A COLLABORATION AGREEMENT?

No, however a collaboration agreement between the project partners could be based on a [Lambert](#) template for university and company collaborations. The project partners are responsible for negotiating this after the award, but before the project starts.

WHAT IF THE CONTRACT IS NOT SIGNED BEFORE THE WORK STARTS BUT THE COLLABORATING PARTNERS AGREE TO WORK TOGETHER?

A project may start without an agreement at partners' own risk but we are unable to release project funds until a collaboration agreement is in place.

IS THERE ANY STANDARD WORDING TO ACKNOWLEDGE THE ROYCE INDUSTRIAL COLLABORATION PROGRAMME IN IMPACT ACTIVITIES (E.G. PAPERS)?

Yes, please include the following wording according to your grant funder:

We wish to acknowledge the support of the Henry Royce Institute for advanced materials through the Industrial Collaboration Programme, funded by EPSRC grant (EP/X527257/1).

Or:

We wish to acknowledge the support of the Henry Royce Institute for advanced materials through the Industrial Collaboration Programme, funded by Innovate UK.

HOW CAN ROYCE FACILITIES ACCESS BE BOOKED?

Royce facilities can be arranged through the Facility Manager that prepared the costing. Please contact that person in the first instance. The University of Manchester partners will be allocated a chargecode for their proportion of the award including Manchester facilities costs and will be required to follow local facilities booking policies and procedures.

PROJECT CHANGES

You must inform and consult us if there are any significant changes to the Project that may affect its progress, delivery, or that may potentially breach any applicable Subsidy Control Act 2022 or State Aid regulation. Any requests should be submitted via the Change Request form in the FlexiGrant Portal | [here](#).

- Click on “My Applications”
- Locate the relevant award
- Select “Reporting”
- Under Reporting select the “Change Request Form”

CAN NO-COST EXTENSIONS BE REQUESTED?

Due to the short duration of the projects, it is not possible to grant no-cost extensions. This is a stipulation of the ICP funders due to the need to close off accounts for the end of their internal financial year. However, the contribution from other sources such as industry funding (if applicable) can be spent after this deadline to extend the project. Requests considered to be exceptional circumstances can be submitted via the Change Request form on the FlexiGrant Portal [here](#).

- Click on “My Applications”
- Locate the relevant award
- Select “Reporting”
- Under Reporting select the “Change Request Form”

IS IT POSSIBLE TO CHANGE THE SCOPE OF THE PROJECT?

Changes to the scope of the project must not be made without approval from Royce. Significant changes to the project may require a revised proposal for approval and Royce reserves the right to make a new grant in place of the existing grant, or to revise, retain or terminate the existing grant. Approval should be sought via the Change Request form on FlexiGrant Portal [here](#).

- Click on “My Applications”
- Locate the relevant award
- Select “Reporting”
- Under Reporting select the “Change Request Form”



Further queries that are not included in the above FAQs
can be emailed to:

grants@royce.ac.uk



HENRY
ROYCE
INSTITUTE

