Royce Metamaterials Industrial Collaboration Programme

Claims Process and Final Reporting

Funding is awarded per project up to the maximum funding amount specified in the grant award letter. The grant payable is awarded in arrears and for eligible costs incurred and paid within the project duration. Lead organisations are responsible for flowing funds to partners, unless awarded separately (i.e. issued individual award letters).

Note: if The University of Manchester (including Royce Hub based at Manchester) is a collaborator and/or Manchester Applications Scientists/facilities capabilities are costed into the project, any funding allocated will be retained by the university (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/Royce Hub Manchester capabilities. Manchester PIs are responsible for the cost log and claim for their proportion of funding.

<u>Universities (including Royce partners, excluding UoM/Royce Hub Manchester capabilities), companies, RTOs and not-for-profit organisations:</u>

- 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, within the project duration, in line with the cost breakdown and capped at the "Total funding requested" less The University of Manchester costs if applicable.
- A "Cost log" detailing all costs incurred on the project must be completed and submitted with each invoice.
- Royce will invoice collaborators at 100% for any Royce capabilities costs incurred for the project.
- 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.
- For industry leads/collaborators only: An independent accountant’s report is required for claims over £50,000. Any claims under £50,000 require a signed Director’s statement.

<u>The University of Manchester only:</u>

- The University of Manchester recipients 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 can be arranged through the ICP team.
- A "Cost log" must be completed and submitted to Royce for the total claim, including incurred spend from any collaborators where Manchester is lead.
- For industry collaborators only: An independent accountant’s report is required for claims over £50,000. Any claims under £50,000 require a signed Director’s statement.

<u>Claims and final reports process</u>

- As per the terms of this funding, only eligible expenditure incurred before the end of the project can be claimed. The following deliverables should be submitted through the FlexiGrant portal one month after the project end:
    1. Final report and case study
    2. Completed final cost log including details of total costs incurred and claimed for the project (NB. interim invoices can be submitted with a completed cost log detailing incurred costs being claimed)
    3. Final invoice to be submitted to Royce by the lead partner
    4. Industry independent accountant's report or signed Director's statement

Cost logs, invoices and industry independent accountant's reports/Director's statements should be uploaded to the claims section in the FlexiGrant portal. Queries can be sent to: grants@royce.ac.uk.

VAT

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.