

Henry Royce Institute Grants Claims Guide

1. Introduction

- 1.1. This guide is applicable to the following grant schemes:
 - Industrial Collaboration Programme (ICP)
 - Metamaterials ICP
 - MATcelerate HEALTH
 - MATcelerate ZERO
- 1.2. Funding is awarded per project up to the maximum specified in the project's award letter. It is only paid in arrears and only for eligible costs incurred within the project duration.
- 1.3. Lead organisations are responsible for claiming all project costs and for flowing down funds to any project collaborator listed in their award letter.
- 1.4. Funding can be claimed from Royce either monthly or in full at the end of the project. Each claim should only include costs incurred during the period being claimed. No prior approval from Royce on the frequency of invoicing is required.
- 1.5. For projects that wish to claim monthly, it is advised to submit the claim in the last 7 days of the month.

2. Claims Process

- 2.1. Lead organisations are responsible for completing and submitting cost logs and relevant documentation via Flexigrant.
- 2.2. When claiming funding, the lead organisation must:
 - 2.2.1. Complete one cost log per claim.
 - 2.2.2. Raise an invoice for the total claim amount minus any Manchester Royce facilities or Manchester Application Scientists costs. These costs should be included in the cost log for the project. The invoice must include the PO number provided by Royce and be raised outside the scope of VAT.
 - 2.2.3. Submit its invoice and cost log via the 'Reporting' section on Flexigrant, making sure to click the 'Submit' button.
- 2.3. Payment will be made within 30 days of receipt of the undisputed claim.
- 2.4. For final claims, the following must also be submitted alongside the above to be paid by Royce:
 - 2.4.1. A completed Final report and Case Study (in the 'Reporting' section on Flexigrant).
 - 2.4.2. **For companies only**, either an independent accountant's report (IAR) or a signed Director's Statement. An IAR is needed where that company is claiming a total of £50,000 or over, and a Director's Statement is needed where that company is claiming a total under £50,000. A Director's Statement confirms total costs incurred and being claimed by that company in the delivery of the project. Submission should be completed via 'Claim Form' inside the 'Reporting' section on Flexigrant.

3. Important Notes

- 3.1 Only eligible costs that have been awarded - as detailed in the application form - can be claimed. For additional information on eligible and ineligible costs, please refer to the guidance document of the specific grant scheme.
- 3.2 Each project partner can vire between their staff, travel, consumables and non-Royce facilities to a maximum of 10% of that budget category without approval from Royce. It is not possible to vire between other budget categories, nor is it possible to vire between partner budgets.
- 3.3 Royce only requires the documentation outlined in section 2 *Claims Process*. However, recipients are responsible for maintaining their own detailed records of their costs incurred and for retaining all relevant supporting documentation for audit purposes.
- 3.4 Timesheets are required for any directly incurred staff who spend less than 100% of their time on the awarded project. Timesheets do not need to be submitted to Royce, however they must be maintained and retained by recipients.
- 3.5 Claims will only be reviewed and processed by Royce once all required documentation has been submitted.
- 3.6 All claims must be submitted **within 3 months** after project completion. Payment is not guaranteed for any claims submitted later than 3 months after the project end date.
- 3.7 Invoices should only be addressed to: **The University of Manchester, Oxford Road, Manchester, M13 9PL.**

4. The University of Manchester collaborators only

- 4.1 Where The University of Manchester (UoM) is the lead organisation:
 - 4.1.1 A charge code will be allocated for UoM's project costs
 - 4.1.2 The PI is responsible for submitting a claim that includes a cost log for all project costs and an invoice from the industry partner via Flexigrant
 - 4.1.3 Once the claim has been approved, UoM's cost will be transferred internally. The industrial partner's invoice will be paid by Royce if it is approved.
- 4.2 Where The University of Manchester (UoM) is a project collaborator:
 - 4.2.1 A charge code will be allocated for UoM's project costs.
 - 4.2.2 The UoM PI should inform the lead organisation of UoM's costs. Claims and invoice(s) for the lead organisation and any other collaborators will be submitted by the lead organisation and should exclude UoM's costs. However, UoM's cost should be included in the cost log for information.
 - 4.2.3 Once the claim has been approved, UoM's costs will be transferred internally.