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. The invoice must include the PO number provided by Royce and be raised outside the scope of VAT. All costs to be claimed should be included in the cost log with sufficient details given in the cost description column.

2.2.3. Submit its invoice and cost log via the Reporting section on Flexigrant, making sure to click the 'Submit' button. Please do not send the invoice directly to Accounts Payable of The University of Manchester.

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 (submit via Reporting on Flexigrant)

2.4.2. **For companies only,** either an independent accountant's report (IAR) or a signed director's statement. Examples are available on the relevant scheme's website for reference.

	Director's Statement	Independent Accountant's Report
When is it needed	Total claim < £50,000	Total claim ≥ £50,000
Submission	Via Reporting – Claim Form on Flexigrant	Email grants@royce.ac.uk directly by the firm of accountants

2.4.3. Impact Survey to be completed by each project partner who is claiming funding. The link to the survey will be provided to the lead organisation and the collaborators separately via email at the end of the project. Collaborators who only provide in-kind support and are not claiming funding are not required to complete the survey.

3. Important Notes

3.1 Only eligible costs that are detailed in the application form and have been awarded can be claimed. Please refer to the guidance document of the specific grant scheme for further information on eligible and ineligible costs.

3.2 Budget virement may be allowed depending on the type of cost, as outlined below. Budget transferral between partners is not allowed.

Costs **eligible** for virement without Royce's approval	Costs **ineligible** for virement	Cost virement that **requires a change request**
• Travel • Consumable • Non-Royce Facilities	• Royce Facilities • Royce Application Scientists • Overheads • Indirect	• Staffing • Subcontracting • Equipment* • Market Research*

* **For MATcelerate *HEALTH* and MATcelerate *ZERO* only**

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 Projects without a University of Manchester collaborator that use Manchester Royce Facilities and/or Application Scientist support will be invoiced for 100% of costs on completion. Projects must pay the invoice first and then submit a claim in line with the applicable funding intensity. VAT will be included in the invoiced amount; however, it must be excluded from the claim if it is recoverable by the organisation.

3.6 Any irrecoverable VAT may be included as an eligible cost within the claim. Please refer to the guidance document for the relevant scheme for further details regarding VAT.

3.7 Claims will only be reviewed and processed by Royce once all required documentation has been submitted.

3.8 All claims must be submitted **1 month** after project completion. Payment is not guaranteed for any claims submitted later than 3 months after the project end date.

3.9 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.