

# Henry Royce Institute Grants Change Guide

## 1. Introduction

1.1. Royce acknowledges that changes in circumstances may arise during the course of a project. This document outlines the processes and requirements for submitting change requests to address such changes and to ensure that any adjustments are managed transparently and in alignment with the funding guidelines. This guide is applicable to the following grant schemes:

- Industrial Collaboration Programme (ICP)
- Metamaterials ICP
- MATcelerate *HEALTH*
- MATcelerate *ZERO*

1.2. Recipients can raise a change request where there is a change in circumstances and award recipients must consult Royce where there are any significant changes that may affect its progress or delivery. Recipients may raise a change request for any of the following:

- **Scope** – changes to the scope of the project can only be made with pre-approval from Royce. Significant changes to the project may require a revised proposal for approval and Royce reserves the right to issue a new grant in place of the existing one, or to revise, retain, or terminate the existing grant.
- **Project start/end date** – changes to project start and end dates (including extending the end date) will only be granted for exceptional circumstances beyond a project's control. Examples of such exceptional circumstances include:
  - Sick leave
  - Parental leave
  - Bereavement
  - Major issues with equipment and facility availability

Recruitment delays and delays due to contracts and agreements not being in place are not considered to be exceptional circumstances. Alongside a full justification, any request to change a project's start/end date (including extending the end date) must also include the following:

- Details of the relevant dates when delays were incurred (DD/MM/YYYY)
- Confirmation that the original aims and objectives will be met, or details of proposed revisions, if appropriate
- Evidence of delay

Extensions will be limited to compensating the time that has been lost due to the delay. No contingency period can be requested. This request can only be raised once during the project period.

- **Budget** – for any approved budget costs each project partner can vire between their staff, travel, consumables and non-Royce facilities budget categories to a maximum of 10% of that budget category without approval from Royce. A change request is

necessary to vire over 10% in these budget categories and to vire to a budget category that was not included and approved in an application. Virement from overheads, indirect costs, or Royce facilities is not allowed. For MATcelerate *HEALTH* and *ZERO*, virement from budgets for equipment, subcontracting, market research, and secondment budget categories costs must always be pre-approved by Royce. Only costs approved by Royce can be claimed, and therefore any new budget items not detailed and approved as part of an application must be raised through a change request, even when within the current approved budget.

- **Partner** – where there is an unavoidable change in project partners, requests must include justification and confirmation that the change does not affect eligibility, project scope or duration.
- **Royce resources** – where there is a change in the use of Royce facilities or Application Scientists, requests should explain why the change is necessary and how it supports or affects project objectives. Prior confirmation that the Royce facilities are able to accommodate this change is necessary.
- **Sub-contract** – a change request can be raised where an existing subcontracting arrangement needs to be modified, or a new subcontractor is required.
- **Lead Organisation** – where a change of the Lead Organisation is required.
- **Project Lead** – where a change of the Project Lead is required. Please ensure that the proposed new Project Lead is a current staff member and meets the eligibility criteria outlined in the programme's guidance document. Please note that any delays resulting from the change of Project Lead will not be accepted as a justification for a project extension request.

## 2. Change process

- 2.1. Change requests must be submitted by the Project Lead through the 'Reporting' function on Flexigrant. To submit the form, access the Application Portal, go to 'My Applications', choose 'Reporting', and complete the form from the options menu (three dots).
- 2.2. Whilst there is no specific required format, requests must provide sufficient detail to justify any requested change and may be accompanied by supporting documentation. For example, any requested budget change would likely need to be accompanied by a table reflecting the original and proposed budgets using the same format and terminology as in the budget table on the Flexigrant portal.
- 2.3. Change requests will be reviewed by an internal Royce panel which aims to respond to requests with an outcome within 10 working days. This may take longer where requests are more complex, or where changes are not sufficiently justified in the initial request.
- 2.4. If a request is rejected, the outcome will be accompanied by a short summary explanation.
- 2.5. All decisions made by Royce are final.

### 3. Important notes

- 3.1. Change requests can only be received and approved during the project duration. Retrospective changes or changes requested after the project end date will not be considered.
- 3.2. There are no limits on the number of change requests that may be submitted. However, each project can only request to change the project start/end date once.