How to Prepare a Claim

This document demonstrates the required information for the invoice and the cost log. Please refer to the Claims Guide of the relevant scheme for details about claims process and submission procedures.

1. Invoice

Must use the organisation's letterhead

INVOICE

Must be addressed to
The University of Manchester, Oxford Road, Manchester, M13 9PL

Bill To:
The University of Manchester
Oxford Road
Manchester
M13 9PL

Purchase Order No: EHZxxxxxxx

PO number must be clearly stated

Invoice No:
Invoice Date:

Description	Quantity	Unit Value	Total
Grant claim for project **ICP6xxx**	1	£xxxxx.xx	£xxxxx.xx

0% VAT	**£0.00**
TOTAL	**£xxxxx.xx**

The amount must be the cost (after applying funding intensity) to be claimed only. No VAT should be added.

2. Cost log

- Please read the 'Instructions' tab before completing the cost log
- You are only required to complete the information box (as shown below) at the top of each tab, and Part B – Costs Details.

ICP Number (ICPXXX)	
Project Title	
Organisation Name	
Dates / period the claim relates to	
Business Size**	Spinout/Microbusiness/ Small Enterprise
Type of RD&I Project**	Industrial Research

- Part A of each tab shows the collaborator's approved budget for each cost category. It is for internal use only, therefore no changes should be made to this part.
- Please do not add any new tabs to the cost log.
- **(For HEIs and companies only)** Irrecoverable VAT must be clearly recorded in the table at the bottom of Part B. You must provide explanations on why such costs cannot be recovered from HMRC.

If the total cost of your claim includes irrecoverable VAT, please detail the amounts included and an explanation of why it can't be recovered from HMRC

Explanation		Amount

Example - HEI tab

Part B - Costs Details

Royce Facilities Only Location of Facilities	Description	Total cost	100% Royce	Comments
Royce Manchester	*X-ray photoelectron spectroscopy*	560	£ 560.00	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
Total Royce Facilties:		**£ 560.00**	£ 560.00	

State the name of the facility

All Other Costs Type of cost	Description	Total cost	80% Royce	Comments
Staffing	*PI Staff Costs, 0.2 FTE, 5 months*	8500	£ 6,800.00	
Staffing	*Research Assistant, 0.5 FTE, 5 months*	4000	£ 3,200.00	
Consumables	*Name of consumables*	600	£ 480.00	
Travel and Subsistence	*Project meeting on 20 July at ABC company: Return train trip from Manchester to Glasgow*	350	£ 280.00	
Indirects	*Estates*	750	£ 600.00	
Royce Application Scientists	*Name of the AppSci, 0.1 FTE, 2 months*	950	£ 760.00	
Non-Royce Facilities	*Name of the equipment/facility*	480	£ 384.00	
Subcontractor	*Subcontractor's name and description of the work completed*	6500	£ 5,200.00	
Total Other Costs:		**£ 22,690.00**	**£ 18,264.00**	

Description is required for each cost to be claimed. Please follow the given examples to provide a similar level of details for each cost item.

Insert the **total cost** of each item
i.e. amount before applying any funding intensity.

Example – RTO tab

Part B - Costs Details				
Royce Facilities Only Location of Facilities	Description	Total cost	100% Royce	Comments
Royce Manchester	*X-ray photoelectron spectroscopy*	560	£ 560.00	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
			£ -	
Total Royce Facilties:		**£ 560.00**	£ 560.00	

State the name of the facility

All Other Costs Type of cost	Description	Total cost	100% Royce	Comments
Staffing	*PI Staff Costs, 0.2 FTE, 5 months*	£ 5,000.00	£ 5,000.00	
Overheads	*15% of actual staffing costs*	£ 750.00	£ 750.00	
Consumables	*Name of consumables*	£ 5,600.00	£ 5,600.00	
Travel and subsistence	*Project meeting on 15 August at University of Manchester: Return train trip from London to Manchester*	£ 500.00	£ 500.00	
Royce Application Scientists	*Name of the AppSci, 0.4 FTE, 3 months*	£ 3,400.00	£ 3,400.00	
Capital usage/equipment usage	*Name of the equipment/facility*	£ 200.00	£ 200.00	
Subcontractor	*Subcontractor's name, description of the work completed*	£ 800.00	£ 800.00	
Total Other Costs:		**£ 16,250.00**	**£ 16,250.00**	

Description is required for each cost to be claimed. Please follow the given examples to provide a similar level of details for each cost item.

Insert the **total cost** of each item i.e. amount before applying any funding intensity.

Example – Company tab

Ensure the appropriate funding intensity to be applied by choosing the correct business size and type of RD&I project in the information box.

Part B - Costs Details

Type of cost	Description	Total cost	% Royce	Comments
Staffing	*CTO, 0.2FTE, 20 hours*	£ 8,500.00	£ 5,950.00	
Staffing	*Technical Lead, 0.5 FTE, 1 month*	£ 7,000.00	£ 4,900.00	
Staffing	*Graduate Engineer, 0.6 FTE, 1 month*	£ 4,500.00	£ 3,150.00	
Overheads	*15% of actual staffing costs*	£ 3,000.00	£ 2,100.00	
Consumables	*Name of consumables*	£ 200.00	£ 140.00	
Consumables	*Name of consumables*	£ 300.00	£ 210.00	
Travel and Subsistence	*Project meeting on 13th Jan at Leeds University: Sheffield to Leeds, 40 miileage*	£ 80.00	£ 56.00	
Travel and Subsistence	*Project meeting on 13th Jan at Leeds University: Return train travel from Sheffield to Leeds*	£ 150.00	£ 105.00	
Travel and Subsistence	*Project meeting on 13th Jan at Leeds University: Station parking*	£ 15.00	£ 10.50	
Capital usage/equipment usage	*Name of the equipment/facility*	£ 950.00	£ 665.00	
Subcontractor	*Subcontractor's name, description of the work completed*	£ 800.00	£ 560.00	
			£ -	
			£ -	
Total Other Costs:		**£ 25,495.00**	**£ 17,846.50**	

Description is required for each cost to be claimed. Please follow the given examples to provide a similar level of details for each cost item.

Insert the **total cost** of each item
i.e. amount before applying any funding intensity.