Award Manual

This manual provides detailed guidance on award set up, and what to do once you have received notification from a funding body of the outcome of your research grant application.

Created Date: 31st May 2019

Last Updated: 12th February 2020

Award Manual Contents

Grant Success – What Next?

Receive Notification from a funder – Outcome of application

If you have been notified by the funder that your application was successful, please contact research.services@rhul.ac.uk provide a copy of the offer letter.

Once we have received the notification from the funder we can start the grant set up process. Depending on the funding body and research project type the next steps will vary.

This manual provides a lot of detail. The flow chart on page 24 gives a brief overview of the process

Set Up Meetings

- Large collaborative research projects

For significantly large scale projects, once the funder has circulated an offer letter and acknowledged that you are to receive research funding, Research and Innovation will organise a meeting which will engage Professional Services such as Research Finance, Research Contracts and Intellectual Property, Procurement, Human Resources and Estates, where appropriate.

These meetings will address areas such as potential risks, contract requirements, space requirements, college contributions (e.g. estate related costs and some cases of matched funding) and funder terms and conditions.

What does the funder require?

- Payee reference

Funding bodies such as British Academy and Royal Society require Royal Holloway to accept the grant via their online portal. Once Research and Innovation are notified of the outcome of award we will contact the HoD in cases where there are financial contributions to ensure that the department or school are still willing to support the project. Once we have confirmation we will proceed and accept the award via the flexi grant system including a payee reference, which will be the project's pFACT number.

- Acceptance letter

Funding bodies such as the Leverhulme Trust, will notify the College that an application has been awarded via a letter to the Principal or an email to the applicant. The Trust does not contact Research and Innovation directly. In circumstances that a funder requires written confirm that the College accepts the award, we will produce a letter signed by our legal signatory. In order to provide this letter Research and Innovation must be notified of the outcome of award we will contact the HoD in cases where there are financial contributions to ensure that they are still willing to support the project.

- Online submission

Funding bodies such as UKRI and European Commission have online systems, Je-S and ECAS, the grant set up process must be completed via these system. Communications are sent to both the Academic and Research and Innovation via our institutional mailbox.

Changes to the project

From the point of submission unforeseen changes to a research project can occur, it is best practice for the PI to notify Research and Innovation and subsequently the Funding Body. In order to report changes some funding bodies may require an email but others may require a letter or a request via an online system. We will follow the process as outlined by the funder.

- Has my budget changed?

Your budget many have changed from the budget included in the submitted application. This may be due to the funder or lead partner reducing your budget allowance, or due to the lapse in between proposal submission and project start date. In all cases the revised budget must be internally approved. You must evaluate if you can carry out the work as detailed in the application with a reduced budget. Research and Innovation will create a revised pFACT budget based on the revised figures and seek internal approvals, prior to signing the contract.

If your budget has been increased we would also need to re cost the budget to factor in the additional funds. The budget would also require approval prior to signing of the contract.

At the pre-award stage a pFACT budget will have been approved, which is an estimated budget. If a project is successful, the variables used to calculate your budget may differ and as a result your budget may decrease. This can occur if the funder does not allow the inclusion of inflation at the point of submission. Or, where salary rates and contributions have increased beyond expectation.

Where there is a reduction in such costs, budgets must be amended to accommodate the changes.

As a result, if staff costs are affected you may need to lower the grade associated to the role or the FTE percentage.

- Significant Changes

The funder must be notified of all significant changes to the project, such as a changes in collaborators, start date etc. We must ensure that we abide by the funder's terms and conditions and, if such changes occur, that they are happy to continue funding the project in its revised form.

- Named staff

If a named member of the research team is no longer able to commit to the project, you will now need to recruit for the vacant post. The recruitment process may impact upon the project start date and deliverables, so the funder will need to be notified. This change may also impact on your budget as you will now be required to cover recruitment costs.

If your grant is unsuccessful please do email research.services@rhul.ac.uk so that we may update our records. We can also organise a meeting with one of our Research Development Managers to explore other funding opportunities.

Funders such as the Leverhulme Trust will require you to provide them with the CV of potential candidates before an offer of employment is made.

Mitigating Risks and Protecting your Project

At the grant set up stage we will require a signed PI statement form, data management plan (DMP), ethical approval and a signed contract prior to your project start date. There should be sufficient time between the outcome date and the project start date to allow all of these processes to take place.

Signed PI statement form

Research Finance will send the PI statement form to the Royal Holloway lead Academic. This form will ensure that Academics are aware of their role and responsibilities and college policies.

Please see 'The role of the Principal Investigator'

Data Management plan

You will be required to provide a copy of your data management plan (DMP). Please notify the Library of any changes and updates that occur throughout the project lifetime, these emails should be sent to Data-Management@rhul.ac.uk.

Even if your funder does not require a data management plan at application stage, you will still be required to submit a copy of the plan to Data-Management@rhul.ac.uk. If your project requires data storage beyond the basic support provided by the College these costs need to be factored into the budget at the application stage.

We advise completing plans via DMP online, which provides a catalogue of templates including a Royal Holloway template in the absence of an appropriate funder template. Data must be stored as outlined in the data management policy. With the introduction of GDPR please ensure that personal data is stored in college approved depositories. Where appropriate data should be anonymised or pseudonymised, if identifying data is required it be stored in separate file which is password protected. Any data that is not submitted for long term storage must be deleted at the end of the project. For enquiries or support please contact Data-Management@rhul.ac.uk.

Ethical Approval

Ethics applications are not limited to projects which involve human participants. You will be required to complete the online ethics form prior to the start date of your project.

If you are required to seek approval from an external ethics committee, you are still required to submit an application via the Royal Holloway online ethics form, but you should include all documents related to your external approval in the submission.

Applications must include copies of documents for participants, for example information and consent sheets. Please ensure you have informed participants how there data will be used, stored and the duration of storage.

Should your application require post approval amendments, details of the amendments and accompanying documents must be submitted to Ethics@rhul.ac.uk for approval by the Chair of the College Ethics Committee.

Contracts

All research projects whether we are the lead institution or a collaborator will require a contract before the project start date. The contract type may vary depending on the funding body and research project.

Contracts must be processed by the Intellectual Property and Contracts team and signed by our legal signatory to be set up as a research project.

- Lone research

If you are working on a project as the PI and there are no collaborating participants, we will require a contract between Royal Holloway and the funding body. For funders such as the UKRI the acceptance of the grant via an online system effects the contract.

- I am leading a collaborative/consortium project

If you are leading a collaborative/consortium project we will require a contract with the funding body but also a collaborative/consortium agreement with the other institutions. Royal Holloway will prepare a collaborative/consortium agreement that will be circulated to each collaborator for review and signing.

- I have international collaborator/s

If you have an international collaborator on your research project and they are to receive income from the funding body via Royal Holloway we will need a contract between ourselves and the collaborator, additionally we may have to conduct a due diligence process prior to the signing of the contract.

- I am collaborator/ I am part of a consortium

If you are collaborating on a project which is led by another institution we will be required to complete a collaborative/consortium agreement. These contracts will be prepared by the lead institution and circulated to the collaborating parties including Royal Holloway for review and signing.

- I have subcontractors or consultants on my project

If the funder permits you to engage consultants and/or subcontractors the PI will need to provide Research and Innovation with details of the milestones, deliverables and a description of work. Contracts will be drawn up using one of RHUL's templates. Please note that depending up on contract values, there may be procurement requirements relating to the sub-contract. Please seek advice from mailto:procurement@rhul.ac.uk at an early stage if you think this will be an issue

- I have received funding from Industry

It is important to have a contract in place prior to the commencement of any research. The funding from industry will always be subject to a signed agreement. The College does not underwrite any research costs incurred prior to a contract being signed.

It is important to use the funding from an industrial source solely for the purpose of the specific project being funded by that industrial party. This ensures that there are no further claims on future or additional research that may be conducted, where the industrial funder is not providing due consideration, or where conflicts may arise in relation to the generation of intellectual property. It is extremely important to keep notes and lab books up to date to be able to demonstrate the provenance of intellectual property generated.

Where funders have an online process as part of the grant set up stage, the acceptance of an offer letter or generated grant agreement may be the only contract necessary. In this case the Research Contracts team does not get involved unless a collaboration or consortium agreement is needed with partners.

Cost related to consultants and subcontractors should be included in the project's pFACT budget and should include VAT where appropriate. Please see 'Recruiting consultants and subcontractors'

Intellectual Property

The College claims ownership of all intellectual property, as defined in the Intellectual Property policy, which is devised, made, or created:

a. by persons employed by the College in the course of their employment;
b. by student members in the course of or incidentally to their research;
c. by other persons engaged in study or research in the College who, as a condition of their being granted access to the College's premises or facilities, have agreed in writing that this Policy shall apply to them; and
d. by persons engaged by the College under contracts for services during the course of or incidentally to that engagement.

Copyright

Copyright subsists automatically in anything you create, without any need to register it, or mark it with a copyright symbol. Copyright does not cover ideas, but only the physical manifestations of them. The work must involve skill, labour, judgement and effort in the creation to be considered original. If you produce something in collaboration with others, the copyright will be shared between you, and all parties would have to agree on any uses of the material. Except as stated in the College IP Policy all Copyright generated from research activity is owned by the College. If you believe you have generated some copyright that has commercial value and is potentially exploitable then you should contact the R&E Intellectual Property and Contracts Team.

- Moral rights

Regardless of how RHUL decides to handle economic rights pertaining to copyright, you will retain moral rights in your work. You remain entitled to be identified as the creator of your work, and to object if anyone uses your work in an inappropriate way. This right does not arise until it has been asserted, so it is good practice to include a statement to this effect – you will see them in many published works.

You can't give away your moral rights, but you can permit someone (in writing) to use your work in some particular way if you wish.

Inventions and Commercialisation

It is RHUL policy to promote the commercial potential of any new ideas, discoveries or inventions arising from your research and has an established commercialisation process for transferring them to industry. RHUL have established various policies on intellectual property, including the commercial exploitation of research, student intellectual property rights.

Intellectual property rights (IPR) form the basis of protection for research output and provides an incentive for further investment in the science, technology and enterprise produced by the RHUL.
If you believe that your latest idea, discovery or invention has a practical application, RHUL's experienced Intellectual Property and Contracts team can help you exploit commercially valuable research results.

The decision whether to patent a new idea, discovery or invention is made after evaluation and due diligence of the invention disclosure and based on commercial potential of the invention. Research & Innovation's Knowledge Exchange and Enterprise Team manages the commercialisation of intellectual property, contributing towards the RHUL's objective of ensuring its commercial development for society's use.

Due Diligence

- What is due diligence?

'UKRI require research organisations that are involved in partnering with overseas organisations to have policies and processes in place regarding due diligence and to carry out the process using a risk-based approach. Research organisations will be asked to evidence this as part of the UKRI funding assurance process and as part of the awarding process for calls such as GCRF.'

Extract from 'Due Diligence - Guidance for Research Organisations'

https://www.ukri.org/files/funding/due-diligence-guidance-for-ukros-pdf/

- In which situation would Royal Holloway be required to undertake a due diligence review?

When Royal Holloway are the lead institution and are required to provide funding to international collaborating partner who undertake research activities as part of the awarded project. We must conduct adequate risk assessments and due diligence to ensure that the terms and conditions outlined by the funder are met by all collaborating institutions.

- How are collaborating institutions assessed?

The purpose of our due diligence is to understand the financial stability of your partner(s), its ability to deliver, and how it is governed. From this we can work with you to set up the right measures to manage any risks that emerge. A combination of background checks and – for larger or more complex awards – short questionnaires help us gather the information we need.

- When must this be done?

We will always carry out due diligence with an overseas research partner if we have not worked with them before. The due diligence will need to be completed and agreed before the project can start. The outcomes do inform the collaboration agreements and financial schedules that are negotiated with your partner so it is good practice to have this done at the pre-award stage.

- How often will this be required?

The exercise remains valid for 36 months, provided the award value going to the partner does not significantly change.

- What should I do if I'm looking to carry out funded research with an overseas partner and I think due diligence may be needed?

Research Services coordinates the due diligence process for international research partners and will be able to advise you on what is needed for your partner.

Insurance

Staff and students are covered by the College's Travel Insurance Policy provided that the Insurance Officer is informed of the trip in advance, any relevant risk assessment is completed and the travel is not against medical advice or advice from the Foreign and Commonwealth Office.

No payment will be made to staff or students for any travel insurance taken out personally.

There may be an additional charge for staff trips over 30 days or to high risk areas which will be chargeable to the department, these will be advised in advance. Partners and children accompanying the traveller can be covered by the policy at an additional charge which must be paid personally by the traveller to College.

As the policy is a business travel insurance policy only it is unable to cover personal vacation and any stand-alone holiday will need to be covered by the traveller's own personal travel insurance cover for this period. The insurer will allow incidental days on a business trip dependent on the length, please email Insurance queries for clarification

College will not make a claim for property or cancellation insurance of less than £100, any losses under this value should be notified to the Insurance officer and may be reimbursed to the individual. Medical and other claims will be met in full as will any property or cancellation claim over £100.

No claim will be considered if the trip has not be advised to the Insurance Officer before travel unless there are exceptional circumstances to take into consideration.

To inform the Insurance Officer of a proposed trip, complete the online form.

Insurance Policy
Employers Liability Certificate
Public Liability Certificate

There are many factors that may take time to sort out at the grant set up stage, it is important that you consider these factors at the pre-award stage, to allow sufficient time for each process before the project start date.

- Contracts
  - Negotiation process, ensuring parties or the funding body agree to terms and conditions
  - Being unable to use College standard contract templates and being required to deviate from our standard terms of trade
  - Collating signatures
- Recruitment of staff
  - Recruitment and selection process
  - Notice period of selected candidate (if they are currently employed)
  - Inability to find a suitable candidate after the initial round
  - Visa application
- Budgets that have not gone through the internal approval process at the pre-award stage
  - Time to cost project
  - Time to gain internal approvals
  - Fixed funding that does not fit with RHUL pricing policy or rates
- Due diligence
  - Obtaining appropriate documentation from collaborators or subcontractors
- New partners
  - Setting up of new partners on Agresso so that funds can be transferred to them

Getting Started

Award announcements

In order to generate your grant announcement and account cost codes, Research Finance will require a copy of your approved. This is provided to Research Finance by Research and Innovation.

- pFACT budget
- Offer letter
- Approvals
- submitted application form
- A copy of the signed contract.

Once the contract has been signed, and the PI statement form submitted to research finance, the Research Finance team will be able to create your grant announcement.

Where costs have been assigned to grants that are not included in the budget, approvals should have been sought at application stage.

- Match funded Studentships
- Match funded equipment
- Estate related costs

At grant set up stage, Research Finance will require a copy of internal approvals for match funded costs.


Take the opportunity to review your data management plan and ethics application. You can use these documents to determine best practice for your research team.

Recruiting Staff for your project

Staff

Your research project may include costs related to staff; roles such as Research Assistant, Research Fellow, Project Manager, Administrative Assistant etc. This process must be completed by the PI or Departmental Administrator.

Stonefish guidance

- Recruiting new staff

If your project will require the appointment a new member of staff (named or unnamed), a job requisition must be completed, which will be required irrespective of the staff role. Job requisitions must be completed by the PI or a School administrator via Stonefish.

  - Named requisition

When a role is assigned to a named person, the PI will be required to provide evidence that the post had been assigned at the application stage, we would advise you include a copy of the application form. Where the post has been allocated to a named person, you will not be required to advertise the role but you will need to upload a job description as part of the requisition process.

  - Unnamed requisition

You will be required to upload a job description, person specification and job advert to stonefish. Jobs will be advertised at Royal Holloway jobs and jobs.ac.uk. If you wish to advertise roles in specific publications or sites for which we do not have a subscription this cost must be included in the budget of the research project or covered by the department.

- Recruiting existing staff

If you are recruiting an existing member of staff, who has been named in a new project you will be required to complete a job requisition form and include a copy of the job description. Please ensure staff have been costed at their current grade.

- Visiting Professors

Visiting Professors who are funded by a research project must be submitted via stonefish, you must include a job description and copy of the application form.

- Recruiting consultants and subcontractors

Subcontractors and consultants who are part of a small or medium Enterprise will have to be assessed to ensure they meet HMRC requirements for IR35. Please contact Procurement for advice prior to engaging subcontractors or consultants

- Relocation

Should a recruited member of staff require relocation costs to be covered, these costs should be included in the research budget if it is an eligible costs. If this is not an eligible costs the post must be either permanent (and the post holder must complete at least three years' service) or fixed term for at least three years. Additional rules regarding the relocation policy can be found in the policy and procedure documents.

- Visas

Where eligible Royal Holloway can act as a work related sponsor, however Royal Holloway will not cover the costs of the visa. Where permitted this cost must be included in the budget, if this costs in inadmissible it will need to be covered by the applicant. A stonefish requisition must be submitted by the Royal Holloway PI or HoD, this will enable the HR team to assess the role to ensure that we can act as a sponsor.

- Amendments

Amendments to a submitted requisition, must be made through submitting an amendment to contract via stonefish.

Teaching cover

If teaching replacement is an eligible cost (for example Leverhulme Trust), this must be costed correctly at the pre-award stage. The PI should be aware that in some cases funders (specifically Leverhulme Trust) may limit the appointment of teaching replacement to a lower grade than that of the applicant (e.g. grade 8 spine point 37). The PI should therefore, at an early stage in preparing the application, agree with their Head of Department the most suitable replacement for teaching cover. Depending on the funder's terms and conditions you may have the option to recruit a fixed term post or a non-established teacher to cover these duties. The PI must ensure that use of teaching replacement costs meets the funder's terms and conditions.

For advice regarding the recruitment and selection process please contact the recruitment and selection team, they can offer support related to the duration of an advert, eligibility of applicants etc.

Don't forget that your School Academic Administration team can often provide support. If you don't know who to ask, contact your School Manager

Purchasing Equipment

Procurement

Whenever the College procures any goods, works or services we must comply with the Procurement Regulations including the EC Treaty Principles, regardless of the source of the funds.

Funders generally mandate that any procurement undertaken in relation to their fund must comply with EU/UK/the bidding organisation's procurement rules. They may also require detailed procurement procedures that go beyond our own Financial Regulations. As you are aware it is critical to follow grant conditions as if we do not do so, all or part of the money can be claimed back by the funder

Additionally the Research Councils require that for all equipment with a total value of over £25k, which are procured using their grant funding, a qualified procurement professional (a member of the Procurement Department) is consulted at the beginning of any procurement process, and, where appropriate, at the earlier market research stage. They also stipulate that a qualified procurement professional signs off on all orders for such equipment/services. The Head of Procurement, and the Chief Financial Officer undertakes this role on behalf of the College.

Where you consider that the Procurement Regulations should be waived, for example due to there being only one supplier in the market, then you must contact the Procurement Department at the earliest opportunity, and in particular if the value of the procurement is over the OJEU threshold as there are obligations placed on us as a result.

For further guidance please follow the links to find out more regarding procurement policy and procedures including procurement thresholds and financial regulations.

For any procurement related queries, please contact procurement@rhul.ac.uk

Equipment

- Ownership of Equipment

Equipment purchased from research grants, industrial funding or with RHUL funds (including internal research funds) belongs to the university. Research equipment is not the property of School, Department, staff or students.

If the equipment is to be transferred or loaned to another institution, RHUL shall retain ownership of the equipment. A letter of agreement should confirm ownership of the equipment and the associated responsibilities, how the equipment will be used and what access researchers from each institution will have.

If you have other questions about research equipment (e.g., equipment sale or donation), please contact IPAC. If you are leaving RHUL and wish to transfer research equipment purchased with grant funds to the new institution, please contact IPAC

- Centrally funded Academic IT Equipment scheme

The scheme will provide new and existing staff with one computer per FTE post.

A staff member will be eligible under this scheme if their post is within an academic department and their current main device is beyond its 4 year lifecycle.

The lifecycle of computers at Royal Holloway is 4 years. This scheme has been designed and funded based on this timescale.

The standard offering will be a desk based PC. However, if there is a requirement/case for another style of device instead, e.g. laptop, or more mobile device such as a netbook etc. this will be provided. It should be noted that the level of support currently provided for these other types of device may vary from the current standard.

For some posts in the department, the choice of machine will be limited because of the software/functionality required i.e. use of Royal Holloway corporate systems which in the main are currently only supported on Windows based machines.
The device could be PC or Apple Mac based (see appendix A).

Not all devices/platforms will deliver the same functionality and IT will provide support for making the correct choice based on a user's requirements.

The choice of computer will be from a catalogue of supported machine configurations.

If staff require more than one device then this will need to funded outside of this scheme.

The amount of annual funding is finite and its distribution will be planned as fairly as possible.

Managing your project

The role of the Principal Investigator

The Principal Investigator (PI) is responsible for all aspects of the research project. The PI must ensure that their research project is executed in accordance with policies and standards of Royal Holloway.

It is the responsibility of the PI to ensure that they abide by the funder's terms and conditions, as referenced in the PI statement. The funder's terms and conditions will outline the funder's expectations of the PI and any collaborators. Please take the opportunity to raise questions with the IP and Contracts team prior to contracts being signed if the terms and conditions conflict with your ability to execute the research project.

Key areas that PI must be aware of:

- Reporting – How many reports will the funder require? At what stage should they be submitted? What information is required?
- Monies – How can the funds received be spent? What are the rules related to changes in the budget? Is it possible to vire funds between costs headings are there any restrictions?
- Administration – Will the funder require supporting documentation regarding staff recruitment and selection?
- Intellectual property – What are agreed terms related to intellectual property, its ownership and exploitation?
- Dissemination – Are there any restrictions regarding publications?

If Royal Holloway is not the lead, but a collaborating institution, the co-I will be responsible for ensuring that their contribution to the project adheres to Royal Holloway polices and standards, and assumes the role of PI for the Royal Holloway portion of the project.

Return of funds to the department

For research projects where the budget includes costs for directly allocated staff time and overheads (indirects, estates and infrastructure technician costs), 14% of the net overhead will be returned to the department. The department is to decide how the 14% contribution is split between the department and the PI.

The net overheads, are the remaining overheads after any required contributions for directly incurred costs have been deducted.

Post Award

The management of a research grant is the responsibility of the PI, you are responsible for each team member, collaborator and for the successful execution of the research project. The PI must be aware of project risks and that monies spent are in line with these conditions. The PI is responsible for all reporting; this includes collating data from collaborators to be included in report s to the funder.

Where we act as a Host Institution, it is the department's responsibility to adhere to the funder's terms and conditions.

As PI you will need to execute the research elements of your project and its administration. An important factor of running a research project is managing the project budget and ensuring that the project expenditure is process in a timely manner in accordance to the terms and conditions. Throughout the project lifecycle expenditure should be in line with the awarded budget and future commitments should factored.

We would advise that you regularly review your project in order to identify, resolve or be informed of:

- Problems
- Risks
- Expenditure spend vs budget
- Future commitments vs spend
- Reporting requirements
- Administration requirements
- Monitor third party organisations/ collaborators
- Data storage compliance
- Research integrity and good practice

Setting a review around project milestones can help when considering the various points noted above. We would advise that you set at least three milestones as a minimum; at the start, mid-point and before the end of the project. You may wish to include milestones related to specific research related outcomes/milestones.

The post award research finance team can offer support with regards to post award finance queries. It is important to monitor spend and ensure that costs are charged to the appropriate sub project code. You must confirm if the funder will allow you to vire between budget headings should you overspend on a subproject code/Budget headings. Additionally you must ensure you spend within the start and end date of the project, should you wish to spend outside of these dates permission or an extension must be obtained from the funding body. When monitoring budget spend you must also factor in committed funds to ensure that you do not overspend. Receipts and invoices should be claimed via Agresso within an agreed date in order that financial reports can be submitted to the funding body as stipulated in the contract.

- Collaborators

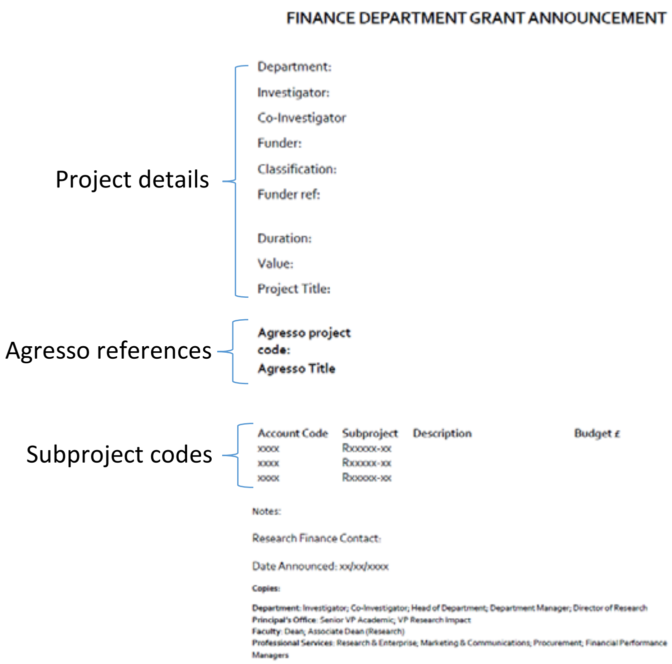
It is the PI's responsibility to ensure that collaborators follow the same research standards and funders guidelines. We must consider the criminal finance act and the due diligence process when we are to provide collaborators with monies.

- Exchange Rate

At the point of submission the pFACT budget have include an exchange rate, the rate used at this time may differ to the rate once a grant has been awarded.

How do I charge to the grant?

Research finance circulate grant announcements (please see blank example below) once your grant has been set up, codes are set up in line with the budget approved by the Funder.


FINANCE DEPARTMENT GRANT ANNOUNCEMENT

Project details
Department:
Investigator:
Co-Investigator
Funder:
Classification:
Funder ref:
Duration:
Value:
Project Title:

Agresso references
Agresso project code:
Agresso Title

Subproject codes

Account Code	Subproject	Description	Budget £
xxxx	Rxxxxx-xx		
xxxx	Rxxxxx-xx		
xxxx	Rxxxxx-xx		

Notes:

Research Finance Contact:

Date Announced: xx/xx/xxxx

Copies:

Department: Investigator; Co-Investigator; Head of Department; Department Manager; Director of Research
Principal's Office: Senior VP Academic; VP Research Impact
Faculty: Dean; Associate Dean (Research)
Professional Services: Research & Enterprise; Marketing & Communications; Procurement; Financial Performance Managers

Research project start with an 'R' project code (R*****-**)

The procurement team have provide e-learning and training guides via moodle, these course include:

- Create a standard requisition
- Submit an expense claim
- Open and amend an existing expense claim
- Raise a simple sales order

For further information, access to the quick guides and e-learning visit the Agresso training page.

Travel and accommodation

Key Travel is the preferred supplier for air travel and accommodation, they offer the following services:

- Domestic & International Flight
- UK Hotels
- UK Rail & Underground

- Overseas Hotels
- Overseas Rail and Eurostar
- Visas
- Overseas Car Hire
- Airport Meet & Greet Services
- UK Ferry Services

For further information please following the link to business travel.

You will need a Key Travel account to access the booking portal and guidance - if you already have one, click here to login.

If you do not have a Key Travel account and you are a member of staff or student whose travel and accommodation is paid for by the college as part of your program, click here for instructions.

For guidance regarding eligible expenses please review the Travel and subsistence policy , this provides you with detailed guidance.

How do I monitor spend?

You can run reports throughout the project lifecycle to identify which costs have been charged to your project and the remaining budget.

- Getting Started with Reports

Changes to the project

- Early Termination

If a grant is to be terminated prior to the project end date the funding body must be informed. We will follow their guidance regarding the process. We would have to provide a justification of funds that have been spent or committed as the funder may wish to reclaim funds.

- Transferring a grant

If a grant is to be transferred from another Institution to or from Royal Holloway, we will need to inform the funding body and follow their protocol. If the grant that is to be transferred is part of a collaboration or consortium, amended contracts will need to be drawn up and signed in order to confirm or remove our participation in the project. If the project is not part of a consortium we will need to sign a contract with the funder.

Reporting

You must check the funder’s terms and conditions to be clear of the reporting requirements.

- Final Reports

Final reports are typically required within a specific period after the project end date. Funders tend to require information related to the project outcomes and deliverables.

- Final expenditure report

Final expenditure reports are required by the funding body in order to break down the actual spend throughout the project duration. All funds must be spent within the start and end date of the project unless approved by the funding body. Receipts must also be uploaded with claims to Agresso.

- Mid-term / Annual reports

Some funders will require reports during the project, it is your opportunity to provide the funder with an update of your ongoing research. You may wish to address your progress to date, to ascertain if you are on course to meet the project milestones that had been outlined in the application.


If during the course of the project it is clear that your project will be unable to meet milestones and deliverables we would advise notifying the funder and engaging them in a conversation regarding the direction of the project.

Outcomes

- [Researchfish]

RCUK will ask for information for:

- Current/ongoing grants
- Grants that ended within 5 years of the submission period

We would encourage all current and prior RCUK grant holders to input outcomes related to RCUK grants directly into Researchfish. It is possible (and advisable) to upload data into Researchfish throughout the year, although it can only be *submitted* during the Feb/Mar window.

Sanctions for Non-compliance:

From 2016, sanctions will apply to RCUK-funded researchers who do not make a submission each year during the data submission period, even if this is a nil-submission (e.g. because it is too early for any outcomes to have emerged from the research yet).

Extract from RCUK Researchfish compliance and sanctions policy:

Compliance is the submission of an appropriate update by the end of each annual RCUK Researchfish submission period in accordance with the above requirements.

If the required annual update for an award is not submitted on time, the Research Council(s) may apply the following sanctions:

- the researcher may be unable to apply (either as a Principal Investigator or as a Co-Investigator) for further awards from any Research Council
- if the award is still current payments for the award may be withheld

By submitting a return in Researchfish the researcher is agreeing that the information is truthful, accurate and as complete as practicable. If when using the information the Research Councils raise concerns over the accuracy or completeness of the submission then these will be raised with the researcher, and sanctions may be applied retrospectively.

Exceptions

- RCUK directly supported Units and Institutes will not have payments withheld; the responsibility for compliance lies with the unit directors and is part of the annual DASIC/appraisal return. Noncompliant researchers at RCUK directly supported Units and Institutes may be unable to apply for further awards from any Research Council.
- To support specific evaluations a Research Council may require an update to an award outside the annual RCUK Researchfish submission period. Researchers will be notified of these as necessary.
- Students supported by block grants are not currently part of the sanctions process though reporting is encouraged and institutional compliance will be monitored.

- Pure

Pure is a research information system, that stores data for research related staff and research students, Pure pages can be accessed externally and provide details of our researchers and their research portfolio.

When a grant is announced we will generate an award and project in Pure, we will include all in the information available from the announcement:

- Project title
- Project ID's
- Budget and award Value
- Staff Members
- Start date and end date.

Once a project has been uploaded will would advise that you include a project description and affiliate members of staff, who do not appear the announcement such as research assistant or fellows who are to be recruited. Once you have included outputs, such as publications, please also link these to your project.

For additional support please contact Pure support

Useful Links

- Research and Innovation
- RIO guides
- Ethics guidance
- Ethics online form
- Data Management
- DMP Online
- PI Statement
- Contracts Manual

Award Set Up Flowchart