



Managing your Award: Information for Business-hosted fellowships

Key:

- ✓ **Action:** A tick indicates an action for the fellow/host organization
- ! **Important:** An exclamation mark highlights important information to be aware of.

1. Grant set-up

If a Future Leaders Fellowships (FLF) application is successful, there are several checks that need to be undertaken by UKRI before a formal grant offer letter can be issued. These include:

- Financial assurance checks including company viability and cost eligibility
- Additional due diligence checks, including company policies.
- ✓ You will be asked to provide information on the host organisation finances and policies to enable us to complete these checks. As the fellow, you may redirect us to other individuals and/or teams within the organisation to provide this information on your behalf. We are unable to issue a grant offer letter without the successful completion of these checks.

Once all checks have been cleared, an electronic offer letter will be sent via the Joint Electronic Submission System (Je-S) to the host organisation's Je-S account.

- ✓ It is the responsibility of the host organisation to provide copies of the offer letter to all other interested parties.
- ✓ The offer letter will be accompanied by an electronic offer acceptance form via Je-S, which must be completed and accepted within 10 working days of receipt.

If the offer is accepted, a start confirmation form and payment schedule will be sent out electronically via Je-S.

- ✓ The start confirmation form cannot be submitted ahead of the actual start date. Therefore, the host organisation should submit the start confirmation document on or within 42 days of the actual start date.
- ! Quarterly payments will not commence until the starting certificate has been submitted. If the certificate is submitted in the second half of the quarter the first payment will not be made until the following quarter.

The start date can be delayed until the latest published mandatory start date for the round of the FLF to which you applied, but not beyond this date. Exceptions to this are for cases of parental leave or long-term sickness, which are allowable in line with fellows' terms of employment. If

you wish to request an extension to the start date outside of these parameters, please contact the FLF Post-Award team at FLFpostaward@ukri.org

2. Grant payments

Payments will only be made to the registered business bank account of the host organisation. No other bank details will be accepted.

FLF grant payments are made quarterly in arrears against the individual payment profile for each grant. During grant set-up, you will be able to submit a payment profile based on the expected pattern of expenditure over the lifetime of the grant.

- ! Q3 & Q4 of the final year have a mandatory minimum so that grants do not finish early or have a large overspend. The minimum payments will be indicated on your quarterly payment profile.
- ✓ Submit your quarterly payment to UKRI when requested.

It is possible to make changes to your quarterly payment profile during the fellowship, if required.

- ✓ To make a change to your quarterly payment profile send an updated copy of your profile to FLFPostaward@UKRI.org

We need 2 months' notice to process this internally and amend your payment profile on Je-S. If we receive less than two months' notice your next payment will be in line with your original profile.

- ! If you wish to move funds between cost categories, then you must submit a virement request before updating your payment profile (see section 4).

3. Monitoring and reporting

3.1. Financial assurance reviews

Financial assurance reviews will be undertaken on grant expenditure a minimum of every quarter and a maximum of every 6 months by the Innovate UK, on behalf of the FLF programme.

- ✓ You will be contacted via email and asked to provide documentation and supporting evidence to demonstrate expenditure.
- ✓ You are permitted to nominate a member of your team to supply this evidence on your behalf.
- ! You (or the nominated individual) must provide evidence for 100% of the fellowship costs (not just the UKRI percentage contribution).

- ! Reviews are separate to grant payments which are based on the projection in the quarterly payment profile. Reviews are used to monitor costs rather than determine payment amounts.
- ! You must supply evidence of expenditure when requested. As per your grant T&Cs, where UKRI has reason to believe that all or part of the Grant has been misapplied or breaches your obligations in RGC 2, UKRI may suspend, terminate and/or reclaim the Grant in whole or part.

Timesheets are not required for those working on the fellowship 100% of the time. However, fellows on Reduced Hours Fellowships and any team members spending >100% of their time on the fellowship need to keep a record of hours worked to ensure that sufficient time is committed to the fellowship.

3.2. Researchfish

You will also be asked to report the outcomes of your fellowship via a system called Researchfish on an annual basis. The information you provide is vital for evaluating and demonstrating the value and impact of government funding in supporting research and innovation.

- ✓ You will be contacted directly by the Researchfish team ahead of your first submission period.

Please be aware that Researchfish is used for reporting both academic and business hosted fellowships. Therefore, you should answer all mandatory fields but where a question or section is not relevant (and not mandatory), you can leave this blank. There may also be mandatory questions where you do not have anything to report in the earlier stages of your fellowship. In this instance, please add a sentence explaining this.

3.3. Host obligations

The Letter of Support submitted with your application sets out the support committed to you by your host organisation, and UKRI expects this support to be provided. You should always aim to resolve any issues in discussion with your host organisation, referring them back to your Letter of Support and the expectation of UKRI that this support is provided.

If there are issues in the support being received and these issues cannot be resolved through discussions with your host organisation, please contact FLFpostaward@ukri.org to discuss your next steps.

4. Making changes during the fellowship

4.1. Virement of funds

There is flexibility to managing your grant funds, and we allow the virement of funds as per the conditions of your award.

Requests for virement between cost categories that differ from the planned spend submitted in the original application must be submitted to UKRI for approval.

- ✓ If you wish to request a virement, please email FLFpostaward@ukri.org.
- ✓ You will be supplied with a virement template to complete and return to FLF Post-Award
- ! All virement requests must be fully justified, in line with the FLF scheme guidance and critical to the success of your fellowship.

Virement requests will be reviewed by UKRI, and a decision will be communicated back to the fellow via the FLF Post Award team.

- ✓ You may be asked by UKRI to supply additional information following the submission of your request.
- ✓ If the request is approved, you may be required to submit a revised quarterly payment profile for the remaining duration of the award.

We reserve the right to decline requests for virements between cost categories and the creation of new staff posts, and to query any expenditure outlined in the Final Expenditure Statement which has not been incurred in line with the Standard Terms and Conditions of Grant and any Specific Terms and Conditions of Grant.

- ! There are restrictions on certain cost categories which prevent virements. The following changes are not permitted:
 - No changes in staff costs that would take the working hours of part-time and reduced hours fellows below set minimums
 - No change to overheads, unless labour costs increase in which case overheads can also increase at the 20% rate if fully justified
 - The total UKRI funding contribution cannot be exceeded.

4.2. Other grant changes

Other grant changes can be made through Je-S as Grant Maintenance Requests. These include:

- Grant extensions (see below)
- Grant transfers (see below)
- Request to delay start date
- A change to named fellow
- Request to suspend
- Request to terminate

- ✓ Contact the FLF team on FLFpostaward@ukri.org.uk for support at the earliest opportunity prior to submitting a Grant Maintenance Request on Je-S.

4.3. Grant extensions

Subjected to UKRI approval, 'no cost' extensions (extensions to the length of the grant, without the provision of additional grant funds) will be allowed for fellows whose work has been halted or delayed due to reasons such as parental leave, long-term health problems, COVID-19-related disruptions etc.

- ✓ You must contact the FLF team on FLFpostaward@ukri.org.uk for support prior to submitting a Grant Maintenance Request on Je-S, providing justification and reasoning for the 'no cost' extension requested.
- ✓ You will need to provide evidence of the need for an extension and are advised to keep a record of any disruption caused. When a 'no cost' extension is approved, the fellow can then use any unspent funds up until the new grant end date, in accordance with the grant terms and conditions.
- ! UKRI are unable to offer extensions to the length of the grant which also includes additional grant funds.

4.4. Grant transfer

If a situation arises where a fellow requires the ability to transfer their fellowship to a different host organisation, support from the UKRI FLF Post Award team must be sought in advance of submitting the formal transfer request via Je-S.

- ✓ If you wish to discuss grant transfer options, please contact FLFpostaward@ukri.org in the first instance.
- ✓ If a grant transfer is deemed an appropriate course of action, it will need to be agreed by both the existing and new host organisation.

The new host organisation must:

- Be eligible for UKRI funding
- Meet the commitment to salary and support made by the existing host organisation (as a minimum)
- Work with the fellow to demonstrate that the aims and objectives of the fellowship can still be achieved
- Demonstrate suitable intellectual property (IP) consideration, which may include an agreement with the original host organisation

UKRI will request information in support of the move which may be reviewed by FLF panel members before a decision is taken. As such, sufficient time must be allowed for the transfer to be reviewed and processed.

- ! If the grant is active, please allow up to four months for this process to be completed from the date of the request being made to UKRI.

FLF grants can be transferred from businesses to any other type of organisation (businesses, universities, other research organisations), providing the conditions listed above are met. UKRI acknowledges that sensitivities in IP may make it particularly difficult to transfer a grant between businesses.

Due to differences in the level of match funding required by different types of host organisations, a grant transfer between two businesses or between a university/ research organisation and a business may introduce a discrepancy about the required match funding level. In this scenario UKRI will work with the fellow and new host organisation to agree the best use of funds.

4.5. Change to time spent on fellowship

It may be possible to change the percentage of hours worked on the fellowship if there is a justifiable reason to do so.

- ✓ If you would like to request a change to the percentage of hours worked on the fellowship, please email FLFpostaward@ukri.org, providing justification for the change and explaining how the aims and objectives of the fellowship will be impacted.
- ! Ensure you have the support of your host organization before contacting UKRI.

Grant funding from UKRI cannot be increased to accommodate this; however, a virement request to move funds from another cost category may be submitted following the process in section 4.1.

4.6. Change to personal circumstances

If childcare/personal responsibilities change during the fellowship, please speak to an HR representative within your host organisation in the first instance, to understand how the organisation's policies can support you.

If agreed with your host organisation, UKRI can support you by pausing your fellowship, applying for a 'no cost' grant extension, or adjusting your working hours.

This approach applies to maternity/paternity/adoption leave and long-term sick leave.

5. How to stay informed

Please also look out for FLF quarterly newsletters as we will continue to use this to share the latest information and updates.

Members of the FLF Innovation Team may contact you from time to time to share opportunities to engage in events or networking activities aimed at those working on innovation fellowships.

6. Contact details

If you have any problems or are unsure of how to complete an action on Je-S, please contact the Je-S Helpdesk. The helpdesk is staffed Monday to Thursday from 8.30am to 5pm and Fridays from 8.30am to 4.30pm (excluding bank holidays and other holidays).

- Email: JeSHelp@je-s.ukri.org
- Tel: 01793 444164

If you have any queries regarding the management of your award, please contact the FLF Post-Award team.

- Email: FLFpostaward@ukri.org