

UK Research and Innovation Grants – Doctoral Training (DTP; Industrial Case; DTC)

Note: Any costs not accepted by the funder falls on the host department/centre to absorb

UKRI Terms & Conditions: <https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>

Project life cycle	Category	Main Terms and Conditions
Start of the project	Initiation	<ul style="list-style-type: none"> The start of the award may be delayed subject to the written agreement with the relevant Research Council. The grant may lapse if not started within this period. Start date given on the Starting Certificate is regarded as the grant start date. It must be submitted within 42 days from the actual start date by Research Services. Expenditure may be incurred prior to start of the award (Doctoral Training Centres) for the stated start-up costs within the Proposal, provided it does not precede the date of the award letter.
During the project	Staff/Students	<ul style="list-style-type: none"> Duration of staff/student posts is dependent on budgetary constraints and the request for staff/students made in the original proposal and awarded. UKRI will compensate the project at the end of the grant for any additional costs which cannot be met within the budget or Council Training Grant Portfolio held by UCL at the time for paid parental leave (i.e. maternity, paternity and adoption leave) for students funded by the Training Grant portfolio, or Staff/Fellows charged to the award. Students must be paid at the UCL minimum rate or above – the UCL maximum rate is the Wellcome Trust levels. UCL can decide the level or stipend and the fee recovery; duration of the studentship; the format (e.g. part-time, industrial or work placement), and can adjust the number and start of individual studentships within year and between years (where feasible).
	Disabled Student Allowance	<ul style="list-style-type: none"> Students funded from a Training Grant are eligible for additional support where, because of disability, they are obliged to incur additional expenditure in undertaking their training. Students should contact the UCL Disability office to have their needs assessed and gain access to the funding. Once assessed the costs will be met by UCL and then reclaimed annually by the UCL disability Office via a grant maintenance request. Doctoral Centres and DTP Managers should ensure that any partner institutions send their assessment documentation to the UCL disability office to ensure recovery and payment.
	Ineligible costs	<ul style="list-style-type: none"> General office consumables (e.g. photocopying, printing, stationery, telephone, postage etc.) are not eligible costs. Costs associated with staff not directly involved in the management of the award are not eligible for recovery from the UKRI Training Grant award. Equipment purchased within 6 months of the end of project without specific funder written approval. Food/Drink for internal meetings where there is not an agenda/list of attendees for a specific training event for the student body are not an allowable cost. The funder classes anything else as social (e.g. Xmas parties; student networking; supervisor/student meetings; management meetings) and should be met from other sources of funding. Replacement of UCL or personal property (Tablets, Phones, laptops etc.) when damaged or lost is not an allowable cost. Travel tickets purchased during the studentship funded duration for travel dates after the end of the funding are not an allowable cost. Supervisor travel and subsistence costs are a UCL cost or can be charged to any non UKRI sector partner account code (subject to their terms and conditions). Any costs for activity outside of the student funded dates / or outside of the overall award dates are ineligible for recovery from the funder. Equipment maintenance is not an allowable cost on training grants. This includes extended warranties where the equipment was not purchased via this award. Costs related to external examiners or student Supervisors are not an eligible cost on training grants. UCL staff training/conference attendance is not an eligible cost unless specifically awarded in writing by the funder (Proposal or Grant Maintenance Request).
	Transactions charged to grant	<ul style="list-style-type: none"> All travel costs should evidence value for money as the primary consideration. Consequently, these should only include travel by standard class. UCL own expenses policy must also be adhered to and any alteration to this must be agreed in advance and documented/retained for audit purposes. Costs charged to the financial system - descriptions should be sufficient to ensure that the UKRI can make an informed decision on eligibility.
	Extensions	<ul style="list-style-type: none"> Studentships may be extended up to a total of 48 training months; subject to prior written approval by the funder. The UKRI can revert the studentship to the original funding dates if they are not satisfied with the justification provided in the UKRI Je-S web portal student details record. Extension requests to the UKRI training grant awards must be made via the grant maintenance request option on the UKRI Je-S web portal.
	General Information	<ul style="list-style-type: none"> Individual grant conditions can always exist so the award letter and associated documentation should always be reviewed on receipt. Transfer of funds (Virement) between fund headings (20% without funder approval) are permitted excluding DSA which is ring-fenced. UCL account codes should be reviewed quarterly and this should be documented in the department/centre and available for audit purposes. Departments should ensure that they attach back-up documentation (line-by-line) to the IDT/IDJs to support the costs moved into the Training Grants account codes. Student interruptions require the UCL Interruptions spreadsheet to be completed and sent to Research Services – the UKRI Je-S SD record should be updated once this is agreed. Any alteration to the Proposal/Justification of resources should be notified to the funder via a Grant Maintenance Request and agreed by them.
End of the project	Financial Expenditure Statement (FES) and Research Outputs	<ul style="list-style-type: none"> The PI must submit research outputs every year and for 5 years after the award has finished. Failure to do so will result in financial sanctions and the PI will lose the ability to apply for further funding. The Final Expenditure Statement is completed by Research Services and must be submitted within 3 months of the end date of a award so all expenditure should be on the UCL grant account within 1 month of the grant ending, including external partner costs; it is the host department/centre responsibility to ensure this occurs. There is an automatic 20% reduction in overall budget awarded sanction if the FES is submitted outside the expected date (3 months from end-date). Students should be informed during induction that they must complete ResearchFish for outputs (Mandatory from year 3 onwards) and that the funding council is kept informed of the studentship via the UKRI Je-S student data portal (SDP). This should be maintained as changes occur and reviewed by the student for accuracy at least annually. Data for ResearchFish is taken from the UKRI Je-S student SDP.

In all cases the description of the cost must be clear (e.g. conference/Liverpool/student name) on MyFinance to enable the funder to decide on its viability.