<table>
<thead>
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<th>Project life cycle</th>
<th>Category</th>
<th>Main Terms and Conditions</th>
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| **Start of the project** | Initiation | • The award must be formally accepted, and the project must be initiated within 12 months of the proposed start date in the Award Letter.  
• The start date can be deferred by up to 12 months, allowing the grant end date to be put back by an equivalent number of months  
• Expenditure must not be charged to the project prior to the start date |
| | Inflation | • Grants are cash-limited at point of award  
• A separate allowance for inflation will be calculated and added to the award by Wellcome. The inflation allowance is based on the value of the total costs eligible for the allowance and the duration of the grant |
| | Flexible Funding Allowance (FFA) | • A Flexible Funding Allowance (FFA) will be provided at the discretion of Wellcome to meet the unanticipated, directly incurred research costs. |
| **During the project** | Staff | • Duration of staff posts is dependent on budgetary constraints.  
• Budgets unless stated are not individual specific and may be spent at the grant holder’s discretion  
• Wellcome will supplement grants by the actual costs incurred for individual’s salary while on maternity, paternity, adoption or sick leave.  
• Recruitment and advertising costs, including interviewee travel are allowable. |
| | Equipment | • Procurement of equipment must comply with national and EU legislation and UCL’s own procurement policy  
• Written permission from Wellcome must be obtained if the equipment is to be used for any other purpose (including the charging, hire, lending, or disposal of it).  
• Use of small and major research facilities, so long as costs are calculated on “Directly Incurred cost” base and full evidence of cost charged calculation is obtained |
| | Virement | • Small-scale transfers between cost headings may be made without the prior agreement of Wellcome. Significant changes must be discussed with Wellcome. Example of significant change is major changes to staffing levels, animal usage or equipment purchases |
| | Disallowed costs | • General office costs, e.g. phone, fax, postage, photocopying, stationery etc (unless specifically justified in the application and awarded)  
• Lab coats, protective clothing, gloves etc. Cleaning, waste and other disposal costs  
• Shared catering (i.e. kettles, coffee machines, teabags, milk etc). Catering and room hire for staff parties and social events |
| | Extensions | • The PI can request a grant extension but will need to provide a scientific justification as to the need. |
| **End of the project** | General Information | • Grants funds are only for a specific research project. Under no circumstances may funds be used to meet costs on any other grant or activity.  
• Individual grant conditions can always exist so the award letter and associated documentation should always be reviewed on receipt.  
• Expenditure incurred after the end date of the project is not allowable, this includes items ordered prior to the end date but not received until after the project end date.  
• Research and Innovation Service (RIS) must submit an Organisation Spend Report (OSR) to Wellcome Trust quarterly for actual costs incurred |
| | End of Grant Report & End of Grant Spend Report | • The PI must submit a final scientific End of Grant Report Form within 3 months after the end of the grant.  
• RIS must submit a Final Expenditure Report (FER) within 3 months of the end of the Grant so all expenditure should be on the grant account within 2 months of the grant end date. Only actual expenditure can be claimed.  
• Wellcome will retain 10% of the awarded value until the End of Grant Report and Spend Report have been submitted and accepted |