### UK Research and Innovation Grants – Post Award

**UKRI Terms & Conditions:** [https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/](https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/)

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<th>Project life cycle</th>
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<th>Main Terms and Conditions</th>
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| **Start of the project** | Initiation | • The start of the grant may be delayed by up to 3 months from the start date shown in the award letter, but the grant duration will remain unchanged. 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 research and subsequently charged to the grant, provided it does not precede the date of the award letter. |
| **During the project** | Staff | • Duration of staff posts is dependent on budgetary constraints. NB: If the number of person months is not maximised, the value of Estates/Indirect Costs for that post may be proportionately reduced  
• Research Fellows must be employed for the full duration of their fellowship  
• Recruitment and advertising costs for staff employed on the grant are eligible if included in the original application.  
• UKRI will compensate the project at the end of the grant for any additional costs which cannot be met within the budget for paid parental leave (i.e., maternity, paternity and adoption leave) for staff employed within the Directly Incurred and Exceptions funding headings.  
• Directly Incurred staff must complete monthly timesheets using the timesheet template if they are not 100% funded on one project. |
| | Equipment | • Equipment should not be purchased in the last 6 months of the grant unless prior written approval from RCUK has been obtained  
• Procurement of equipment, consumables and services must comply with national and EU legislation and the UCL’s own procurement policy.  
• Equipment purchased over £25k must be added to UCL’s equipment catalogue and new equipment purchased over £138,000 should be registered on the national database to be discoverable and enable greater sharing. |
| | Ineligible costs | • General office consumables (e.g., photocopying, printing, stationery, telephone, postage etc) are not eligible  
• Costs associated with staff not directly involved in the project are not eligible |
| | Travel Costs | • 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.  
• Travel tickets purchased during the project duration for travel dates after the end of the project are not an allowable cost.  
• Only Travel costs of staff/students funded from the project are eligible unless approval has been obtained from the UKRI |
| | Virement | • Transfers of funds between fund headings are permitted only within and between Directly Incurred costs and Exceptions, excluding equipment, which is ring-fenced |
| | Extensions | • Projects may be extended up to 12 months, subject to prior written approval. Requests must be made via the grant maintenance request option on JES. |
| | 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 and not utilised during the project duration. |
| **End of the project** | Financial Expenditure Statement and Research Outputs | • The PI must submit research outputs every year and for 5 years after the project has finished. Failure to do so will result in financial sanctions and the PI will lose the ability to apply for further funding.  
• The FES is completed by Research Services and must be submitted within 3 months of the end date of a grant so all expenditure should be on the grant account within 2 months of the grant ending. |