Guidance for Outline Stage, Second Funding Round

UKPRP Consortium Award

The UK's Medical Research Council (MRC) is administering this call and the UKPRP has adopted several MRC procedures. This document therefore refers to the MRC and the UK Research and Innovation.

1. Who can apply

The following paragraphs set out the eligibility criteria for outline stage consortium award applicants, at individual, collaborative and institutional levels and their responsibilities.

If you applied to the first funding round, either as lead or co-applicant, your current application must be substantially different from the previous, unsuccessful submission. Please contact the UKPRP Secretariat to discuss your new submission. In a covering letter accompanying the new outline proposal, you will need to indicate how the application has been changed and how you responded to any feedback received. Failure to observe this requirement may result in your outline application being withdrawn from the competition. You will be required to follow the two-stage application process.

Eligibility: Applicants

The Research Director (i.e. the leader of a consortium) must be based at the lead organisation, which should be one of the following:

- UK Higher Education Institutions (HEIs)
- Research Council Institutes
- Independent Research Organisations (IROs)

Further information on the definition of eligible organisations can be found at the UK Research and Innovation (UKRI) website https://www.ukri.org/funding/how-to-apply/eligibility/

There must be a single leader to direct the science and be ultimately responsible for the running and liabilities of the consortium. If there are joint Research Directors you will need to explain this in the outline application and say how this arrangement would work in practice.

The UKPRP will consider proposals from any UK-based researcher who can demonstrate that they will direct the proposed research and be actively engaged in carrying it through. Researchers from overseas institutions may be included in a proposal as a Co-Investigator where this adds value to the research. Applicants will need to justify why they are working with an overseas investigator as opposed to a UK collaborator who can bring the same expertise/materials.

Under this initiative, it is possible to include non-academic end users, such as policy makers, local and national government, practitioners, civil society groups etc. as Co-Investigators in a consortium. The Research Director will need to consider the relevant guidance for costing users when developing the outline application.

Research Directors and Co-Investigators supported on open-ended or fixed-term contracts may apply for these grants, and may request funds for their own salary. They will need to have a contract for the duration of the full UKPRP Consortium Award. Where an applicant is expected to retire during the course of a grant, the proposal must state who will take over responsibility at the point of the grant holder's retirement.

Applicants may be the Research Director on only one consortium award application. However, individuals can act as Co-Investigators on any number of applications. Please note

that the assessment will consider the level of engagement of Co-Investigators with the proposed research and their capacity to meet these requirements.

Eligibility: Collaborations

Applications including collaborations with users and providers, e.g. local authorities, local public health specialists, schools, workplaces, experts from civil society groups and industry partners, are expected as users add value to the research programme, for example in terms of access to expertise, technologies, certain population groups or environments, materials or funding.

Responsibilities of Investigators

The UKPRP expects all the researchers it funds to adopt the highest achievable standards in the conduct of their research. This means exhibiting impeccable scientific integrity, being transparent with the public; and following the principles of good research practice (as detailed in the MRC Good Research Practice Guidelines of 2012. All researchers submitting a proposal to the UKPRP must accept the UKRI Terms and Conditions.

Project Partners

A project partner provides a substantial intellectual contribution to the project, and their organisation may also provide resources either in-kind or financially; project partners are not expected to request UKPRP funding to participate. The contribution and involvement of project partners should be acknowledged in the project partner section of the application form. Letters of support from each consortium project partner will be required at the full application stage.

Non-academic members (users) of the consortium should be regarded as project partners, for example those from national or local government, civil society groups, or industry etc. Under this initiative, it is possible to buy out the time of users (excluding industry) embedded in a consortium and the Research Director will need to consider the relevant guidance when developing costings.

The terms of collaboration with project partners must be determined early in a proposal's development and relevant agreements put in place by the start of the consortium. Collaboration arrangements should ensure transparency in the project design and in the analysis and publication of results (including if these are negative or inconsistent). Consideration should also be given to issues such as: relative responsibilities, governance arrangements, indemnity, intellectual property (IP) rights, reporting, access to data and samples, ethics, data protection and data security.

Industry Partners

Applications which include collaborations with an industry project partner are encouraged by the UKPRP where these add value to a consortium's research programme. This may be for example in terms of access to expertise, technologies, data or funding, route to translation, and where the applicants are able to demonstrate that in the absence of the proposed collaboration and the requested funding, the planned research could not be undertaken, or could not be undertaken to the quality level or timescale proposed. Please note that, commercial exploitation may be an outcome of a successful partnership but the creation of the partnership will never have that as its primary aim. Industry partners will be expected to meet their own costs and are not expected to request UKPRP funding to participate.

Investigators should refer to the UKPRP's principles and guidance for working with the commercial sector. If successful at the outline stage, consortia involving industry partners will be required to submit industry collaboration agreements and heads of

terms as part of the full application, outlining their proposed collaboration with industry, in accordance with the forms provided. These documents will detail plans for the collaboration, including distribution of IP rights (if any) and being transparent about any potential conflicts of interest.

Responsibilities of Research Organisations and Heads of Departments

All applications, including outlines, must be approved by the appropriate Administrative Authority (e.g. the lead institution's Finance Officer) and Research Director's Head of Department, on behalf of the host institution, to indicate its formal acceptance of the proposal, the terms and conditions of a UKPRP award if made; and their approval of the salaries and resources sought. A letter of support from the host institution indicating its approval **must** be included as part of the outline application.

Administrative Authorities and Heads of Departments have responsibility for ensuring that the salaries and resources cited in the proposals are sufficient to undertake the proposed research, to attract sufficiently experienced and skilled staff, and represent good value for money.

2. Financial support

HEI led Applicants

Under full economic costing (fEC), applicants from HEIs, as well as those from University Units of UKRI Councils and Charities, need to show the full costs of a research project to the Research Organisation. The UKPRP will meet 67%[1] of these costs to reflect the contribution and funding policies of each funding organisation contributing to the UKPRP. The same applies to proposals led by academics that are based at UKRI Council 'University Units' and Centres.

UKRI Council/Institute Applicants

If an award is made to a UKRI Council Unit/Institute, it will be made on the basis of 100% directly incurred costs only and will not include indirect or estates costs.

Conditions of Grant

These grants are 'UKPRP' awards, supported by an alliance of funding partners and will be expected to carry the UKPRP brand and acknowledge all funding partners. Awards will be administered by the MRC and be subject to the UKRI Terms and Conditions; however, they are not 'MRC awards'.

In addition to standard terms and conditions for grants, successful applicants will be required to invite UKPRP representatives to events and to take part in management meetings (such as advisory committee meetings). In addition to providing annual returns in Researchfish, grant holders will also be required to provide a short annual report detailing achievements, planned activities and allocation of funding: please refer to details in the UKPRP's Impact and Evaluation Framework. In submitting the outline proposal, you also agree to have the details of successful applications published on websites, including UKRI Gateway to Research, to provide an opportunity for additional groups with complementary skills, expertise or resources to contact Research Directors to explore potential consortium membership.

[1] The percentage of fEC is determined by a formula which takes into account, in a weighted average, the proportion of fEC which is notionally recovered by universities from charity funding (55%), the rate paid by Government Departments (80%) and the rate paid by UKRI Councils (80%), in proportion to their respective contributions to each "common funding pot". Further income may be recoverable via the Higher Educational Institute's arrangements for charitable support.

3. How to apply

Outline Applications

Applicants are required to submit a detailed outline proposal through the Joint Electronic Submission (Je-S) system by 16:00 (GMT) on 14 November 2019. You must notify the UKPRP Secretariat (UKPRP@mrc.ukri.org) of your intention to submit an outline proposal and the topic area of interest by 18 October 2019. The submission in Je-S should be supported by an Outline Case for Support (using the form provided) and other attachments. The guidance below provides details on the expected content for each section in Je-S and all attachments.

Outline applications will be assessed by the UKPRP's Expert Review Group whose recommendations will be ratified by the UKPRP Funders Executive Group. Applications that do not meet the eligibility criteria outlined will not be assessed by the Expert Review Group. Applicants whose outline application is selected for progressing towards the full application stage will receive a Consortium Development Grant (CDG). This is a fixed-term (six month) award of up to £50k (total UKPRP contribution, not awarded at 67% fEC) for:

- travel and subsistence (in accordance with the Expenses Policy of the MRC) to enable existing or potential members of the consortium to meet together to exchange ideas and expertise. This may include visits by or to experts overseas.
- costs involved in running activities such as networking events, expert working groups and workshops.
- costs to enable the engagement of users.
- bringing together members of the consortium to prepare the full application.

The CDG's purpose is to assist with the period of consortium development and in the preparation of the full application. **The CDG cannot be used for salaries or for buying out the time of researchers to prepare a full application.**

Deadline Dates for Submission of Outline Proposals

14 November 2019, 16:00 GMT

Applicants must notify the UKPRP Secretariat (UKPRP@mrc.ukri.org) of their intention to submit a proposal and the topic area of interest no later than 18 October 2019.

Contact

To discuss your eligibility or any other queries please contact the UKPRP Secretariat (UKPRP@mrc.ukri.org).

Please note that the decisions of the Expert Review Group and the UKPRP funders will be final and that the UKPRP reserves the right to amend the application process.

4. Guidance for Completing the UKPRP Consortium Award Outline Application

Please note that the language used should be accessible to peer-reviewers from widely different disciplines and backgrounds.

All proposals under the current UKPRP call must be completed and submitted through the Je-S system by **16:00 (GMT/BST) on 14 November 2019**. The call will be available to select on Je-S from 3 September 2019. This section provides detailed guidance for completing the sections in Je-S and for the supporting attachments, including an Outline Case for Support Form which we have supplied. All supporting attachments must be uploaded in Je-S.

All applications need to be submitted through the lead Research Organisation (RO) which in turn must be Je-S registered. Please note that when an application is submitted through Je-S it does not pass directly to the MRC, but to the UKRI Grants Team who will then process the submission. All applicants should consult the team responsible for proposal submissions at their RO to confirm how much time they will need to process the application and complete the submission process. All applications must be submitted to the MRC via the Je-S system by **16:00** on the advertised closing date. Applications received after the deadline will not be considered.

Should applicants require assistance with any Je-S related matter, please contact the Je-S Helpdesk: Email: JeSHelp@rcuk.ac.uk; Phone: +44 (0) 1793 44 4164.

The Je-S Helpdesk is staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

Creating your Je-S application

All Investigators (Research Director, Co-Director (if applicable) and Co-Investigators) are required to have a verified Je-S account type. New Je-S users should select 'Create Account - Terms and Conditions' to commence the create account process and gain access to the Je-S system. Please follow the steps below:

1) Login to Je-S, select 'Documents' from your account 'Home' page and then select 'Add New Document'
2) Select MRC as the Council
3) Select Standard Proposal as the document type
4) Select Joint Partners as the scheme
5) Select the call 'Consortium UKPRP Call 2 – Development Nov 2019'
6) Select Create Document

If the Co-Investigator's RO is NOT included within the Je-S Database, Co-Investigators should self-register their Research Organisation by navigating to the Je-S login page (and selecting the link **self-registration for organisations**), before creating their Je-S account. Please ensure that all Je-S registration is completed at least 10 working days in advance of the submission deadline as the new (self-registered) accounts will be manually processed before investigators can be included in the proposal.

The proposal form in Je-S

The Je-S proposal form provides a summary of the whole project.

The main sections and headings in the Je-S proposal form are set out below, along with a description of the information required in each section.

Organisation where the grant should be held

This should be the lead RO responsible for administering the grant.

Your reference

Please provide a suitable reference which will serve as your identifier for the outline proposal. Please note that once your application is submitted through Je-S, it will be assigned a unique reference number, generated by the system, which will be the main identifier for your application from this point onwards.

Project title (150 character limit)

This should reflect the aim of the consortium.

Start date and duration

The six-month consortium development period is expected to start on 20 March 2020.

Applicants, including investigators

- Research Director (to be entered under the 'Principal Investigator' heading).
- Co-Director (if applicable, to be entered under the 'Co-Investigator' heading). Please clearly state the name of the Co-Director in the Case for Support attachment (Section 1.1).
- All Co-Investigators involved in the consortium (to be entered under the 'Co-Investigator' heading). There is no limit on the number of Co-Investigators that can be involved in an application. Users such as policy makers, practitioners, local and national government etc. are permitted to be Co-Investigators in UKPRP consortia.

A separate section in Je-S is available to enter details of Project Partners.

Applicants should note that the Research Director will need to describe in the outline proposal mechanisms for managing a large number of Co-Investigators and project partners.

The six-month consortium development grant cannot be used for salaries. Therefore, please enter '0' under the Je-S heading on the 'total number of hours to be **charged** to the grant over the duration of the grant'.

Summary* (4000 character limit)

Provide a plain English (layperson's) summary of the proposed work, including the consortium's vision, aims and objectives; scientific rationale for the proposed research; intervention(s) of interest and the potential applications and anticipated benefits of the work; and consortium management.

* This summary, including your name and institution, will be published on publicly available sites including the UKRI Gateway to Research should the project be funded. Please ensure confidential information is not included.

Technical summary* (2000 character limit)

Provide a more in-depth summary aimed at reviewers (academic and non-academic) who have some knowledge of the areas of research involved.

This should cover: (i) the consortium's vision, aims and objectives; (ii) the scientific rationale for the proposed research; (iii) the interventions of interest and the research and methods to be used; (iv) plans for user engagement and how this will influence policy and practice; and (v) the potential applications and benefits of the proposed research.

* This summary, including your name and institution, will be published on publicly available sites including the UKRI Gateway to Research should the project be funded. Please ensure confidential information is not included.

Resource Summary
The resource summary relates to the six-month consortium development grant of up to £50k. Research Organisations should note that the maximum MRC (i.e. UKPRP) contribution is £50k. All Research Organisations are therefore advised to check that the resource summary is not above this limit.

Please outline your costs for the consortium development period under the 'other directly incurred' heading in Je-S. Details of what the CDG can be used for are outlined under How to Apply.

The CDG cannot be used for:

- salaries, including buying out the time of researchers to prepare a full application. Please enter '0' under the 'directly allocated' and 'directly incurred' headings in Je-S for the number of hours to be **charged** to the grant over the duration of the grant.

- estates or indirect costs

Project Partners
Please list all project partner details, along with their contribution, which may be financial, in-kind etc. Project partners are not expected to request UKPRP funding to participate in a consortium. Please refer to the section on Project Partners for further details. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the consortium.

Related Proposals
Please specify if the current outline proposal is related to a previous proposal to the UKPRP.

Classifications
Please complete each of these sections with the required information by ticking the appropriate boxes.

For the section on Board or Panel Portofolio, please select National Prevention Research Initiative from the drop down and press save.

For the section on Keywords, please enter relevant keywords that reflect the research and where possible, use the Medical Subject Headings (MeSH; www.nlm.nih.gov/mesh/).

Technical and ethical considerations
Please complete each of these sections with the required information by ticking the appropriate boxes.

Supporting attachments in Je-S

All outline applications require a completed proposal form in Je-S and supporting attachments. Table 1 summarises the supporting attachments which must be uploaded in Je-S, and the text which follows summarises the required content of each attachment. Attachments must conform to the following requirements:

- completed in Arial font size of 11pt, excluding text on diagrams and the use of mathematical symbols;
- use single line spacing and standard character spacing;
- have margins that are not less than 2cm;
- PDF documents with numbered pages and logical file names so that information can be found easily.

Failure to provide the required components or information may mean that your outline proposal will be delayed and/or returned, or its assessment prejudiced.

Applications will be checked soon after the closing date. Any component(s) of an application which do not meet these rules will be returned for amendment before being validated for peer review. A late response in amending returned elements of the application will result in the application being withdrawn from the round.

Table 1: Supporting attachments in Je-S for the outline proposal

Supporting attachments	Conditions
Outline Case for Support	Please use the form provided.
Justification of resources	One MS Excel sheet showing full consortium award costs – the file must be converted to a PDF before uploading to Je-S.
Pathways to impact	A maximum of one side of A4
Work Plan (e.g. Gantt Chart)	A maximum of one side of A4
Letters of support	Any number of supporting letters permitted. However, applicants should note that the total number submitted should be commensurate with an outline proposal.
Proposal cover letter	Only one permitted - a maximum of two sides of A4
UKPRP Industry Collaboration Agreement and Heads of Terms	Not required for outline applications
Technical assessment	Only a requirement for costs (≥ £10k) requested for equipment. Given what the CDG covers, applicants can ignore this attachment.
Interim reports	This attachment is only relevant if you have a current MRC grant. Please contact the UKPRP Secretariat to discuss.

Case for Support

Applicants **must** use the Outline Case for Support form supplied. Details of the content and word limits of each section of the outline Case for Support form, and all other attachments in Table 1, are outlined below.

The form is designed to completement the information entered in the Je-S proposal form. The outline Case for Support should be a self-contained description of the proposed work with relevant background, and should not depend on additional information. The UKPRP reserves the right to withdraw proposals that contain links to additional information which extends the case for support. The outline application cannot be supplemented by further information beyond the deadline for submissions.

Section 1: Consortium Leadership, Membership and Management

1.1) Track record of the applicants (250 words):
Please provide a summary of the track record of the applicants and why their expertise is relevant to the research programme. Please indicate if there is a Co-Director of the proposed consortium.

1.2) Steps taken to engage research users (250 words):

- Please describe what user groups have been approached/involved in developing your plans.
- If some collaborators/partners are not yet in hand, please describe what gives you confidence that you will be able to engage with them.

1.3) Consortium structure (250 words):
Please explain the rationale for the consortium structure and the range of academic disciplines. Please consider including an organogram showing the key components of your consortium – upload to Je-S as a 'letter of support' attachment type.

A successful consortium will need an identified active core membership representing a critical mass with complementary skills. Core members should represent expertise and experience from more than one subject area, possibly including representatives from industry, local public health and research and technology organisations; and small and medium-sized enterprises. Please see the description of the structure of a consortium for details.

Section 2: Consortium Vision, Goals and Rationale

2.1) Previous work in this area (500 words):
Applicants should briefly set their proposal in context by describing the current state of knowledge and other work under way in the field, citing UK or international systematic reviews or other evidence as appropriate. You should describe how the proposal fits with previous research and/or what needs to be done differently to have an impact and explain how this will be achieved. Any references cited in this section should be listed in an Annex – see the guidance on Annexes for details.

2.2) The Consortium's vision and rationale (150 words):
Please describe the vision for the proposed consortium. Explain how the vision meets the call's remit, for example how the research programme will meet the needs of a particular user group(s).

2.3) The Consortium's objectives (200 words):
Please list the objectives of your research proposal in order of priority.

2.4) Expected outputs that the consortium will deliver (300 words):
Please describe the expected outputs that the consortium and its constituent work streams will deliver, both within the period of funding support and in the longer term, and how these will potentially change NCD prevention in practice. If the outputs are anticipated beyond the life of the grant, applicants should outline intermediate outcomes.

2.5) Economic evidence that NCD prevention will be beneficial and will not widen health inequality (500 words):
Please provide any economic evidence which demonstrates that NCD prevention will be beneficial in this case and will not widen any health inequality. Applicants will be expected to demonstrate the impact of their research on health inequalities in the UK.

Section 3: Plan of Research

3.1) The specific challenge (600 words):
This is the challenge that the consortium will address. You will need to define the system and the problem to be studied and the factors that may be associated with an outcome of interest. Whatever you decide, the research question(s) must be ambitious and consider multiple outcomes which can include non-health outcomes such as education outcomes. You will also need to specify how the research question(s) relates to the UKPRP vision including, for example, the need to reduce health inequality.

3.2) Overview of proposed lines (work programmes) of research (1500 words):
Explain how the work programmes will form a dynamic research platform that will address the consortium's research question(s) using a synergistic approach. You should outline your scientific plans (these can be a mixture of work-packages and development projects, such as technological/methodological development, or 'user-driven' projects). In the full application, you would be required to cost each of these. This section must also outline:

- the intervention(s) of interest and how you intend to evaluate their impacts. We recognise that thinking may evolve during the consortium development period. Researchers may use a mixture of research approaches such as trials, natural experiments, qualitative studies and systems simulation models, mixed methods research designs, agent-based modelling, and network analysis. The chosen methods should be appropriate to the research questions.
- plans for assessing the impact of proposed interventions on health inequalities.
- how you intend to assess the economics of the proposed intervention(s).
- plans for capitalising on emerging technologies, big data and discovery research and any innovative/creative methodology development or application of multiple methods that will be used to create impact.
- the types of data to be collected and used should be justified, for example, when needed to populate systems models.
- any infrastructure to be used to achieve the consortium's aims, for example: clinical research, local public health or community assets, patient cohorts and administrative data etc. and how you will access these – this could include how you would engage with the Local Clinical Research Network.

3.3) Pathways to impact (800 words):[2]
Please describe:

- how the proposed research programme will deliver the anticipated impacts in the short, medium and long term. You may wish to do so by presenting a logic model or describing a theory of change. Please attach this as a separate sheet (PDF, one side A4) and upload to Je-S as a 'pathways to impact' attachment type. References have been provided for logical models and theory of change as part of the call specification.
- how engagement with users will influence or is likely to impact on policy and practice;
- the envisaged timescale for delivering solutions for large-scale and cost-effective improvements in health and the prevention of NCDs that meet the needs of providers and policy makers.
- if appropriate, how you will deliver these plans to users in the relevant setting and in a readily and appropriately actionable way.
- if appropriate, how the consortium will engage with industry in order to develop a productive partnership underpinned by a strong governance structure.

[2] https://www.ukri.org/innovation/excellence-with-impact/

3.4) Clear justification for the consortium approach (250 words):
Under this heading you should specify how the consortium approach will transform disease prevention in the context/area/theme/challenge in which it is being applied and use the opportunity provided by large-scale investment for prevention research, including justification of how the approach is cost effective.

Section 4: Consortium Management and Milestones

4.1) Identifying and engaging new potential partners/users (300 words):
Please detail how you will identify and reach out to new potential partners and users during the lifetime of the consortium. Also, please describe how you will incentivise and sustain any important collaborations.

4.2) Monitoring progress (250 words):
Please outline how progress in this project will be monitored.

Section 5: Justification of Resources

5.1) How the Consortium Development Grant (CDG) will be used (500 words):
The consortium's proposed CDG costs were outlined in Je-S. In this section, please specify how you will use the CDG and provide justification. Please also include a plan detailing milestones for the consortium development period – upload to Je-S as a 'work plan' attachment type.

5.2) Justification of resources estimated (200 words):
Please itemise the funding request for the full consortium award and explain how you arrived at the level of resources estimated for the consortium. A separate MS Excel sheet should be attached – please convert to PDF and upload to Je-S under 'justification of resources' attachment type.

All applications, including outlines, must be approved by the appropriate Administrative Authority (e.g. the lead institution's Finance Officer) and Research Director's Head of Department, on behalf of the host institution, to indicate its formal acceptance of the proposal, the terms and conditions of a UKPRP award if made; and their approval of the salaries and resources sought. A letter of support from the host institution indicating its approval **must** be included as part of the outline application. This should be uploaded as a 'letter of support' attachment in Je-S.

We expect that developments between your outline and full stage application will lead to changes to your costings. Applicants are not bound by the costs submitted at the outline stage. Changes are permitted as long as these are not significantly different, are appropriate and fully justified. Your justification for changes in costings will allow the international Expert Review Group (ERG) peer reviewers and Panel to see why there has been a change and to assess value for money. Any amendments that lead to a difference of 10% or above in fEC will need to be discussed with the Secretariat prior to submission of the full proposal. Ultimately, the Panel will advise on whether the change in costing in warranted.

If necessary, please refer to the following guidance for costing users under the full Consortium Award.

Where justified, the UKPRP will fund the time of users at 100% of fEC. This excludes users from industry as they will be regarded as project partners and cannot claim costs from the UKPRP grant. We recognise that some users may/will be employed by a government-funded

organisation. Applicants must therefore avoid the double counting of public funds in costings. Some illustrative examples are provided below to help with developing costings:

- Where user staff proposed for the UKPRP grant are already employed and any work related to the UKPRP grant will be accommodated within their existing contract/working hours, no *additional* salary can be claimed against the grant. The proposal should:
    - specify the amount of time the user will allocate to the proposed work but request no salary.

- Where user staff proposed for the UKPRP grant are already employed and their current contract will be reduced to allow them to work on the UKPRP grant, then their salary can be claimed against the grant. To avoid double counting of public funds, the proposal should:
    - specify the amount of time the user will allocate to the proposed work;
    - confirm that the user's current salary will be reduced by the amount of costed time they will devote to the work;
    - include the difference as part of the application to be funded from UKPRP grant.

- Salary costs for new staff to be recruited for the proposed work can be submitted as part of the application.

Travel and subsistence costs will be allowable if appropriately justified. However, overheads and other direct or indirect costs **cannot** be claimed. Table 2 summarises eligible costs for users. **The combined costs for users must not exceed 30% of the overall cost of the grant at 100% of fEC, and would normally be lower than this.**

Table 2: Eligible costs for users

	Government-funded organisations	**Third Sector**	**All other user categories***
Staff - Salary	Yes	Yes	Yes
Staff - NI/Superann	Yes	Yes	Yes
Staff - FTE Limits	Yes	Yes	Yes
Travel & Subsistence	Yes, with justification	Yes, with justification	Yes, with justification
Other Direct Costs	No	No	No
Overheads	No	No	No
Rules/Constraints	Costs must be less than 30% of total application costs	Costs must be less than 30% of total application costs	Costs must be less than 30% of total application costs

*Excludes industry

A costed user from a government-funded organisation or an established third sector organisation etc. will be eligible to be a Co-Investigator on an application. There is no limit to how many Co-Investigators from user groups can be included. The Research Director(s) will need to determine whether or not the role and contribution of the costed user is at the level of Co-Investigator in the consortium. The peer review process will evaluate whether the user Co-Investigator is appropriate to conduct the work. The eligibility of users will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be taken at the full proposal stage.

The combined costs for users must not exceed 30% of the total fEC of the grant application. Costs for industry partners cannot be requested in the UKPRP application – please refer to the section with guidance on industry Project Partners.

5.3) Plans for co-funding (200 words):
Applicants are encouraged to leverage additional funds from their host institutions and partners/collaborators. Please briefly describe how you would approach securing co-funding from other sources to support your consortium.

Annex 1: References (700 words)

Please list any references cited in your case for support (one A4 page) – upload to Je-S as a 'letter of support' attachment type.