

PROJECT FUNDING ARRANGEMENTS

It is essential that the person or department responsible for submitting claims has a copy of this document.

1. Payments

The Foundation's standard policy is to meet the actual expenditure incurred by the Organisation on an approved project provided it falls within the agreed budget. Payments by the Foundation are usually made quarterly in arrears following the receipt of a claim from the Organisation setting out the details of the expenditure incurred. If this system would cause cash flow difficulties for the Organisation, the Foundation will consider other arrangements. Please contact Sallyanne Soukup, our Grants Officer, if other arrangements are sought. (sallyanne.soukup@jrf.org.uk or 01904 615904).

Assuming no queries arise, the Foundation would expect to reimburse the Organisation within 28 working days of the receipt of a claim.

2. Indirect costs

For projects being carried out in universities it is the Foundation's policy not to pay indirect costs.

3. Claims

Claims for reimbursement of actual expenditure should be submitted to the Foundation in the same format as the approved budget. If the claim includes staff costs based on a proportion of annual salary the following information should be provided: Annual gross salary, proportion of time worked, Employer's National Insurance contributions, Employer's pension contributions and total salary cost.

The specimen claim forms attached (Project and Staff Costs) show the correct format for claims and if these are useful they can be used to support claims submitted to the Foundation.

If any member of staff did not work on the project for the whole period of the claim, then please specify the dates worked in the period.

Staff costs based on a daily rate in the agreed budget should be broken down to show the number of days worked and the daily rate for each individual.

4. Advisory Groups

The Foundation pays expenses for Advisory Group meetings in addition to the agreed budget, but the Organisation should pay these costs and claim with the normal quarterly account. These costs should be separately identified on the claim. The costs of staff travel to Advisory Group meetings should be included with the normal project expenditure.

5. Salary awards

a) Increased costs of salaries arising from nationally negotiated cost of living awards, or which are based on such awards, will be met by the Foundation. The Organisation should send the Foundation detailed revised staff costings covering the remaining period of the project which is affected by the increase.

Additional Information for existing funding holders:

October 2009 USS Pension Scheme Award.

For successful proposals that were submitted to JRF on or prior to August 31 2009: JRF will consider retrospective requests made to cover the cost of this award.

For successful proposals that were submitted on or after September 1 2009: JRF will not consider retrospective claims to cover the cost of this award. (This is because we consider that the institution will have had sufficient notice of the USS Pension Scheme Award to include these costs on the JRF Budget Form when submitting their proposal to JRF.)

b) Increases to daily rates will be met if they are equal to or below the percentage increase in annual earnings for the month ended three months prior to the date of the increase. This will be based on the Monthly Index of Average Earnings (All Employees GB) which is published monthly.

6. Increased costs

Details of any other increased costs which arise during the course of a project should be submitted to the Foundation for consideration before any expenditure is committed, together with a revised budget.

7. Virement:

The Organisation may re-allocate up to 5%, or £1,000 if higher, of the sum in any heading in the approved budget to a different heading, providing the total budget is not increased and the scope and outputs of the project are not affected. The Foundation should be notified of these changes. Any proposed re-allocation in excess of this should be submitted to the Foundation for consideration along with supporting details, including a revised budget.

8. Project modifications

During the course of a project it may prove appropriate to consider changes to the original proposal. As indicated in the Agreement (clause 7), these should be made in writing to the Foundation. Where relevant, they should be accompanied by a revised budget prepared in the same format as the original budget, together with a schedule detailing the changes. Where the start date for a project is later than anticipated any revised costings should be submitted to the Foundation.

9. Equipment

Equipment is assumed to have a life of 3 years. Projects with a timescale of less than 3 years will usually have an amount deducted from the final payment deemed to reflect the residual value of any equipment purchased with Foundation funds.

10. Publication and Dissemination

Publication and dissemination will be discussed as the project progresses and the final report is being drafted. Funds for this purpose will be made available at the discretion of the Foundation.

11. Final payments

A final payment will not be made until all the agreed outputs and a statement of actual expenditure for the final quarter have been received.

