**Guidance on Requesting**

**Additional Financial Contribution**

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Additional Financial Contribution (AFC) is requested to support and enhance research funding applications. This may be stipulated by funders to demonstrate partnership and strategic importance. It encompasses any commitment that is not externally funded by the grant and has a direct financial implication for the School or Faculty. AFC can include access to core facilities, consumables, equipment, staff time and studentships for example. The Research Development and Innovation team can provide advice on appropriate levels of AFC by funder and career stage, based on the AFC provided on awarded grants and information from panel members.

**Approval for Additional Financial Contribution**

AFC that cannot be funded by the local School budget requires Faculty Leadership Team (FLT) approval and a case needs to be taken to FLT as soon as possible, in advance of outline and full stage application deadlines. To ensure AFC requests are considered, it is essential for the PI in partnership with the relevant Research Development Manager to follow the [Additional Financial Contribution process](https://documents.manchester.ac.uk/display.aspx?DocID=73434) and complete the [Additional Financial Contribution Application Form](https://documents.manchester.ac.uk/display.aspx?DocID=73433). The Schools and Faculty are committed to ensuring proposals are competitive and therefore all requests must be fully justified and appropriate for the funding scheme and application. However, not all requests can be approved due to financial constraints.

**Staff posts**

[Guidance for Costing Externally Funded Professional Services roles on grant applications](https://documents.manchester.ac.uk/display.aspx?DocID=73439) needs to be followed so that the appropriate Faculty Office and School Operations colleagues are involved in conversations at application stage. It is not expected that AFC would include PS provision as these should be costed onto the grant. If a case is made for AFC to include PS roles, this would need to be part of the budget planning process and involve the relevant School or Faculty Office. AFC funded roles on research projects will cease following conclusion of the grant (there is no expectation that these roles will transition to baseline funding).

**Exceptions**

The following contributions fall outside the scope of this document and are managed separately:

Waived investigator time: The recovery of PI/Co-I academic staff timeis agreed and managed by the Research Services team.

Equipment and associated space requirements: Equipment and space requirements are coordinated through Research Services, Research Technology Development Group (RTDG) and the Estates Strategy Group.