

Proof of Market Round 1

Claims Process and Final Reporting

Funding is awarded per project up to the maximum funding amount specified in the grant award letter. The grant payable is awarded in arrears after the project has closed and for eligible costs incurred and paid.

Note: if The University of Manchester is a collaborator, any funding allocated to the University will be retained (to avoid money being paid to a project lead only to be paid back to the University). Therefore, in this case the maximum claim value will be the Total Funding Requested (as per the costing form submitted) less the amount of funding allocated to The University of Manchester. Manchester is responsible for the cost log and claim for their proportion of funding.

Universities (including Royce partners, excluding UoM):

- The University of Manchester will issue a purchase order to each successful project for the total amount of funding awarded
- Project leads are to invoice for all costs incurred in delivering the project, in line with the cost breakdown provided with the bid and capped at the "Total funding requested" less The University of Manchester costs if applicable.
- A "Cost log" detailing all costs incurred on the project must be completed and submitted with each invoice.
- Recipients have two options available to them in regard to invoicing, they may either; 1) invoice Royce quarterly for that quarter's project costs, or 2) invoice in full at the end of the project for all costs incurred.

The University of Manchester only:

- The University of Manchester Recipients will be allocated a chargecode.
- A "Cost log" must be completed and submitted to Royce for the total claim, including incurred spend from any collaborators where Manchester is lead.

Report deadlines

- As per the terms of this funding, only eligible expenditure incurred before the end of the project can be claimed. The following deliverables should be submitted through the [FlexiGrant portal](#) 1 month after the project end:
 1. Final report in the form of a case study
 2. Completed final cost log including details of total costs incurred and claimed for the project (NB. interim invoices can be submitted with a completed cost log detailing incurred costs being claimed)
 3. Final invoice to be submitted to Royce by the PI

Cost logs and invoices should be uploaded to the [FlexiGrant portal](#). Queries can be sent to: grants@royce.ac.uk.

VAT

VAT treatment of grant income by grant recipients.

UKRI grants are not considered to be payment for services; they are provided without expectation of any supply or direct benefit to the grant funder or the University of Manchester. As a result, VAT does not arise and any invoices submitted by the grant recipient should not include VAT. They should be issued 'outside the scope' of VAT.

Please note this reflects the UKRI funding conditions for the grant and does not constitute VAT advice provided by the University of Manchester.

VAT treatment of grant expenditure.

Recoverable VAT (i.e. where it can be reclaimed from HMRC via a VAT return) should not be included within grant claims. It is not a cost to the grant recipient.

Academic participants and industry partners can legitimately claim irrecoverable VAT incurred as part of their costs (i.e. VAT that is not reclaimed from HMRC).

Organisations that are not VAT registered can include all VAT incurred on relevant expenditure within their claims.