

Research Office Bulletin 31

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Research Administration News

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NEWS AND DEVELOPMENTS

1. Wellcome Trust / UKRI and Partner Award Letters

The Wellcome Trust now offers the option of separate award letters for Research Partners. It is highly recommended that this option is selected at pre-award stage as it will significantly reduce the administrative burden of managing the award, as well as removing potential issues of exchange gains and losses for overseas partners. The option should not be used for subcontractors where costs can be counted as part of the College's research volume.

For each location, select the country and, where applicable, state the organisation. You must include the administering organisation.

Enter the approximate percentage of the total funds that will be spent in each location. Enter zero for locations where activity will take place but no significant funds will be spent. If you are requesting salary costs, attribute them to the employing organisation.

Will you require funds to be awarded directly to more than one location?

If necessary, we can award a grant to more than one location. **If you are requesting funds to be awarded directly to more than one location, state the location when providing detailed costs in the 'Costs requested' section.**

Yes No

This option may also be available on certain UKRI (Research Council) schemes for overseas research partners and should be selected if possible. Note that a collaborative agreement may still need to be put in place.

2. EPSRC - Delays to Grant Start Dates

The majority of EPSRC grants will now allow the start of the grant to be delayed by up to **six months** from the start date shown in the offer letter, as opposed to the three months within the standard terms and conditions. This is being trialled due to the number of requests that EPSRC are receiving to extend start dates beyond the three months currently allowed. Outcomes will be reviewed in the autumn.

This change will appear on the majority of grants but will not appear on grants delivering time critical investments or training, including Industrial Strategy Challenge Fund, Strategic Priorities Fund, National Research Facilities, Prosperity Partnerships and doctoral training. Please check the conditions of each award thoroughly to ensure you are following the correct starting procedure.

EPSRC have already begun to issue award letters with this new term. They will also allow extensions to the latest start dates of grants where the award was issued before this policy change. Provided the grant has not yet started, you may submit a request via a [Je-S enquiry](#) to start a grant up to six months after the date of the offer letter.

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3. UKRI Gender Equality Statement – GCRF and Newton Applications

To comply with the International Development (Gender Equality) Act 2014, [UKRI](#) have recently introduced a requirement for a **gender equality statement** to be completed for all Global Challenges Research Fund (GCRF) and Newton Fund applications. The statement should explain how applicants have taken meaningful yet proportionate consideration for reducing gender inequalities within their proposed project.

Guidance on drafting a Gender Equality Statement is available in the [Planning a GCRF Proposal](#) section of the GCRF Toolkit, with links to a Checklist and Frequently Asked Questions.

4. Funder Groups Guidance

The [Funder Groups Guidance](#) document has been updated following a recent audit of [QR Charity Support Funding](#) (“C stream”) by the Office for Students (acting on behalf of Research England). For charitable funding classified as awarded through “open competition and external peer review”, it is necessary to retain supporting evidence for the classification. This evidence is best obtained during the pre-award stage and may typically include copies of funding call details, links to funders’ annual reports and, in some cases, copies of correspondence with funders.

Additional guidance on charitable awards longer than seven years in length and extensions is also included. For further advice on funder group classification, contact the Research Office at rs.compliance@imperial.ac.uk

5. Travelling Overseas – Insurance Registration

When undertaking any overseas trip on College business, including undertaking research activity and attending conferences or meetings, all research staff should complete the [Travel Insurance Registration Form](#) as soon as their trip is booked in order to activate the College’s insurance. Further details on the policy and a summary of cover is available on the [Overseas Travel page](#) in the Finance Knowledge Bank. If travel is charged to a research account, this must adhere to the College’s [travel expenses policy](#) as well as the funder’s eligibility criteria.

6. Institutional Letters of Support

When a funder requests a letter of institutional support from the Vice-Provost (Research and Enterprise), President or Provost for a research grant application, staff should inform researchoffice.fundingstrategy@imperial.ac.uk of their intent to apply as soon as possible, and ensure that the necessary material (see [website](#)) is provided at least 10 working days prior to the funder deadline. Further information and process requirements are available on the [Research Office website](#).

7. SciVal Training – Session Recording and Slides

Recordings and slides from the recent SciVal training sessions held by Dr Charles Martinez (Elsevier) and hosted by Library Services are available on the [Scholarly Communication](#) pages of the website. For questions or ideas on using SciVal as a research support tool, please contact bibliometrics@imperial.ac.uk.

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