

CLAIMS PROCESS & 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. Lead organisations are responsible for flowing funds to partners.

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), companies, RTOs and not-for-profit organisations:

- The University of Manchester will issue a purchase order to each successful project for the total amount of funding awarded (the “Total funding requested” on the costing form).
- 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.
- Bidders have two options available to them in regard to invoicing, they may either; 1) invoice Royce at the end of each calendar month for that month’s project costs, or 2) invoice in full at the end of the project for all costs incurred.
- For industry leads/collaborators only: An independent accountant’s report is required for claims over £50,000. Any claims under £50,000 require a signed Director’s statement.

The University of Manchester only:

- The University of Manchester bidders/project partners will be allocated a chargecode.
- If Manchester is leading the project the total budget will be for the “Total funding requested,” or if Manchester is a project partner, the budget will be for Manchester costs only.
- If leading the project, flowing of funding to partners will need to be arranged through local department project support/operations.
- A “Cost log” must be completed and submitted to Royce for the total claim.
- For industry collaborators only: An independent accountant’s report is required for claims over £50,000. Any claims under £50,000 require a signed Director’s statement.

Report deadlines

As per the terms of this funding, only eligible expenditure completed before the end of the project can be claimed. The following deliverables should be submitted 1 month after the project end:

1. Final report in the form of a case study
2. Completed [cost log](#) (details of total costs incurred and claimed for the project)
3. Final invoice to be submitted to Royce by the lead partner
4. Industry independent accountant’s report or signed Director’s statement.

Cost logs, invoices and industry independent accountant’s reports/Director’s statements should be uploaded to the final report and case study form [here](#). Queries can be sent to: grants@royce.ac.uk.