

Office Note: School of Technology

£3m capital funding towards 50% contribution of equipment costs for Research Council funded grants –Process

The diagram overleaf is the process for the call on the School's share of the £3m in support of grants which Research Councils have stated that 50% of contribution towards equipment costs will need to be provided by institutions.

The starting point of this diagram assumes that the applications are supported by the departments in terms of academic and financial considerations. It is also assumed that departments have considered that there are no other facilities (e.g. High Performance Computing Facility, etc.) which can be used by the research instead.

From an analysis of prior year trends of equipment spend, it appears that expenditure is inconsistent across years and across departments. As a result, the demand on this fund is not likely to be uniform. It is hence agreed that the **School's share of the £3m capital fund is held at the School level and supplemented, if necessary from the School's Strategic Reserves.**

The process is subject to the following:-

- Contribution from the School is requested only if there are no funds available at the department/research group/division level to address this 50% shortfall in Research Council funding
- In order that funds can be ear-marked, departments will submit an up-to-date monthly report to the School office, detailing the contribution amounts required from the School in relation to active applications and successful awards – *templates will be provided*
- Contribution from the School will be up to the amount previously notified to the School Office (in the monthly reports) and will be limited to 50% of actual equipment cost incurred
- The Needs Committee will receive a termly report on the amounts expended and committed on this fund
- For the financial year 2011-12, there will be no cap set in the first instance (i.e. total requests may be greater than the School's share of the £3m capital fund) although the Needs Committee will reserve the right to review this, based on termly reports or sooner, if deemed necessary by the School officers

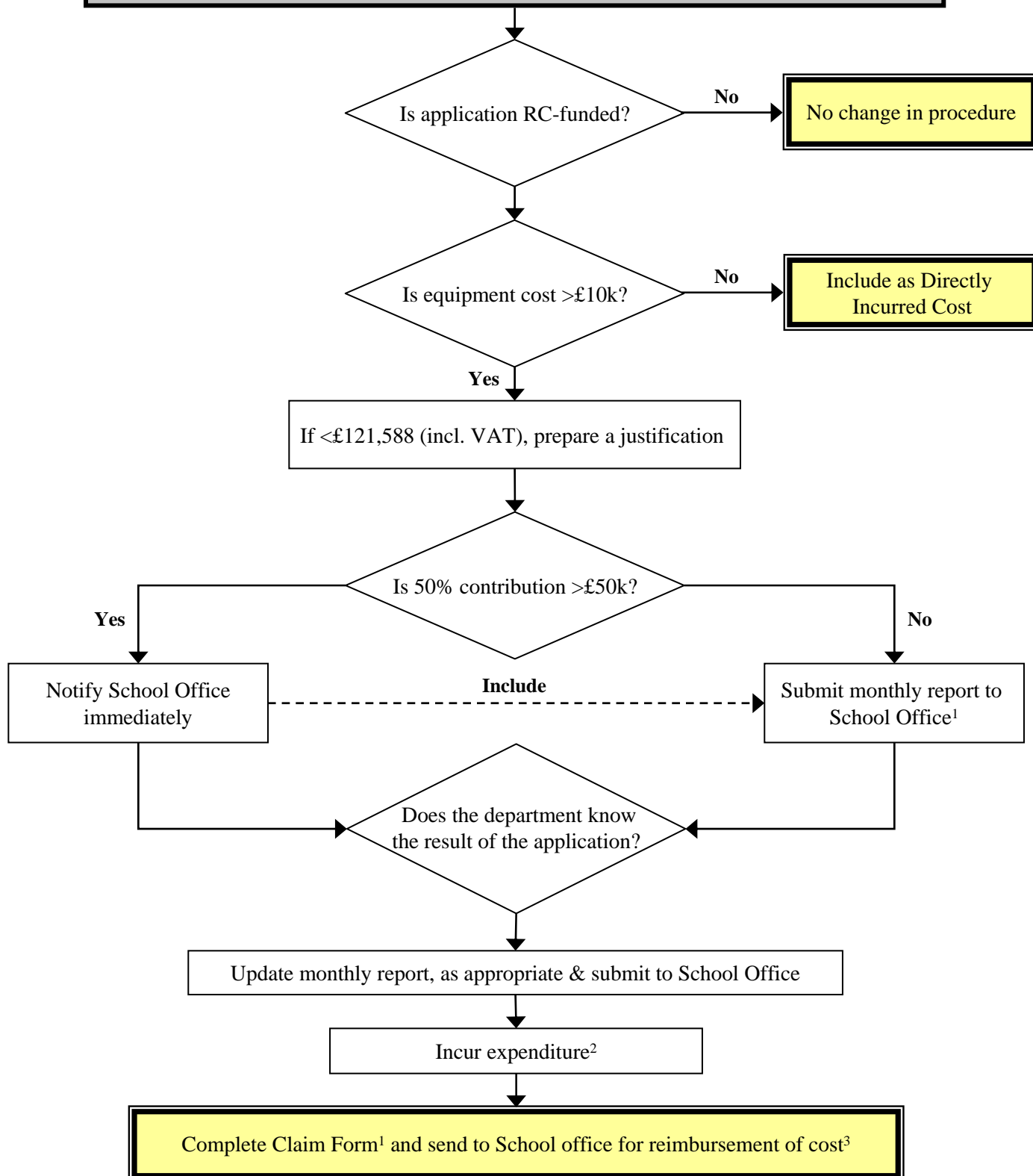
Applications on the monthly reports will be deleted after 9 months from the first date of entry if no updates have been made to the record, unless the School Office is notified otherwise.

This process is **adopted for the financial year 2011-12, to be reviewed in a year's time.**

Charmain Allen,
October 2011

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INDICATION OF INTEREST TO APPLY RECEIVED BY DEPT FROM PI



- 1: *Templates and forms will be provided to departments to capture this information*
- 2: *Departments will be provided with guidance on accounting treatment (e.g. Source of Funds to use) once this is available*
- 3: *Contribution from School will be up to the amount notified to the School Office (in the monthly reports) and will be limited to 50% of actual equipment cost*