

FAQ's for grant-holders

Q: When can I start spending against my research grant?

A: In most cases, not until the start date. For UKRI grants you can start spending from the date the award letter is issued, once the offer/acceptance process is complete. NB – most funders will not allow you to spend after the end date. IMPORTANT – the relevant date is the date the cost is incurred, not when it hits the accounts. For example: your grant ends on 30th June, you pay an expense claim for an external collaborator for a train journey to a conference in March but they don't submit their claim until July – the cost is eligible as the activity was incurred before the end date

Q: Who can sign the contracts?

A: Only designated University staff members can sign contracts or collaboration agreements. This is usually someone in central Research Operations, occasionally us in the Research Office, but is almost always NOT the PI, the research grant team, or anyone in management in the School or Faculty.

Q: How do I go about appointing my project staff?

A: You need to contact HR on FSSHRrecruitment@leeds.ac.uk. Your School administrator will need to raise a request through the University's online recruitment site, jobs.ac.uk. FRIO can advise on budget constraints and funder requirements.

Q: Can I move money between budget headings?

A: In most cases yes, as long as it's Directly Incurred headings and not Directly Allocated, which are ring-fenced. This does however vary from funder to funder, so please contact FRIO.

Q: Can I change the dates of my grant?

A: In most cases you can change the start date if you won't be ready to start by the original date – most funders allow start date slippage. For end date extensions, these are usually not funded (i.e. you will not be awarded any additional funding) so we discourage them in FSS, however we appreciate that sometimes an end date extension is unavoidable. You will need approval from your Head of School for this, so please contact FRIO to start the process.

Q: How can I get an expenses and budget update?

A: you can either go to MyGrants via KRISTAL, or alternatively FRIO will provide you with expense checks every few months so please contact us.

Q: My Co-I is leaving the University, what do I do?

A: You can either identify a replacement Co-I at the same institution, or the original Co-I could take the grant to their new employer. This will require permission from the funder, a revised contract/collaboration agreement, and system changes, so please contact FRIO as soon as you hear of this happening.

Q: One of my collaborators is changing, what do I do?

A: Again, this will need funder permission and contract and system amendments so please let FRIO know ASAP.

Q: I have budget to spare, what do I do?

A: Most funders are flexible about allowing movement of budget between headings so you have a great opportunity to devise new activity on your project, or to expand existing activity e.g. increase your RA's time, or plan another trip for fieldwork. Generally speaking, funders are happy to allow changes that include eligible costs and that help to achieve the original aims and objectives of the project, so please make sure you can justify any changes with this in mind. This is one reason why we run regular expense checks on your grant, so underspends can be picked up early and give you options of what to do while you still have time.

Q: My budget is overspending, what do I do?

A: Again, this is one reason why we check your grant expenditure regularly. Your first course of action is to try and make savings from elsewhere in your budget to cover the overspend. If this is not possible then the overspend gets transferred to the School at the end of the project.

Q: How do I arrange to send an expenditure report to the funder?

A: FRIO will do this for you – we keep careful records in our system telling us when the reports are due, and we will send you a draft expenditure statement well in advance of the deadline so you can check it. FRIO will arrange to send the report once we've agreed the costs with you.