Internal Funding Scheme Rules

1.   Funding received under this Scheme must only be used in support of the awardee's research activity. Suggested appropriate usage is included at appendix 1.

2.   A list of all proposed awards within each School will be provided to the Head of that School. It is advisable, specifically for larger awards (e.g. those in excess of €5,000) that the HOS should meet with each awardee and agree how the funding will be utilised over the lifetime of the award. A budget policy to assist in developing a plan is included at appendix 2. The HOS can refuse the award if a satisfactory plan is not put in place.

3.   Each award will be set up as a new research account in the awardee's name and registered in their School.

4.   Funding from other sources cannot be added to this account.

5.   The awardee cannot transfer an award to any other person.

6.   The start date of the project will be automatically activated following the announcement of the awards. The award must be spent either within 36 months of the start date or before the award holder's contract end date, whichever is earlier. Awards are not transferrable to other institutions.

7.   Awardees may be required to submit a final report, to their HOS, detailing their outputs and deliverables and a comparison of actual versus budget spend, at the end of the award. Auditable back-up documentation, including invoices, cost allocations, etc. must be maintained by all awardees.

8.   Any under-spend will be returned to central reserves within 3 months of the end of the award or immediately on cessation of the award for any reason other than completion (e.g., on resignation of an academic staff member).

9.   The awardee is responsible for ensuring spending does not exceed the budgetary allocation. Any over-spend will be charged to the awardee's School. The Office of the VPRII will not be responsible for any over-spend on the project. The Head of School must agree to cover maintenance costs of any equipment that is purchased with funding obtained through this Scheme.

10.   Any equipment purchased with funding received through this Scheme will remain the property of UCD.

11.   Expenditure on the supply of externally sourced goods, services and facilities is subject to the general University, National and EU procurement thresholds and procedures.

Appendix 1: Suggested Appropriate Use

Local units are encouraged to think strategically about the use of these funds and where possible combine and leverage funds. The proposal must be specific, and time bound and of a duration no longer than 3 years.

Examples of proposed use:

- Procurement of new or replacement equipment.
- Funding cost share on calls e.g. SFI infrastructure call.
- Building research collaborations and or networks with a view to specific funding calls e.g. Horizon 2020. This could include incoming / outgoing visiting professorships, hosting of a conference, appointment of a new research position to develop existing research.
- Covering unfunded costs on existing PhD students e.g. excess on non-EU student fees, or unfunded final year fees and stipend for PhD students.
- Career development activities e.g. costs associated with approved sabbaticals or membership fees of an international organisation.
- Provision of strategic and administrative research support or a post award research administrator shared between PI's.
- Provision of research proposal support personnel e.g. grant writers.
- Generic items such as research support, consumables, conference attendance and travel should be discouraged unless direct research funding is not available.
- Publishing costs e.g. publishing fees for Gold Open access.

Appendix 2: Budget Policy

This section sets out the financial / budgetary information you should provide when discussing your planned expenditure with your HOS. Please read through this carefully in advance of submitting a proposal.

Pay Costs

1. Salary costs can be included for personnel essential to carrying out the planned work. This includes Research Assistants, Post-doctoral Researchers, Technicians, Laboratory Managers and Administrators.
2. The duration of the appointment should be clearly outlined in the proposal.
3. In-line with current practice all appointments should be made on point 1 of the appropriate UCD pay scale. Any deviation from this must be clearly explained in the budget justification.
4. Employer's costs should be included to cover employer's PRSI (10.75%) and pension (20%).
5. Student unfunded PhD fees are an eligible cost.

Equipment

6. Details of all requested equipment should be itemised. VAT at the prevailing rate should be included.
7. Where equipment of a value of more than €3,000 is requested, details of quotations should be included in the budget justification.
8. Maintenance for the period of this award, if not already included in the purchase price, is an allowable expense. Applicants must confirm that their School is willing to cover the maintenance costs of the equipment thereafter.
9. Potential other users and access charge plans should be identified and included where relevant.

Materials and Consumables

10. An outline of all materials and consumables that will be used during the course of the research should be provided alongside detailed justification for all costs.

11. Access charges for use of Infrastructure can be included here.

12. Conference registration fees should be included here.

Travel

13. Only travel and subsistence costs for journeys and events directly related to the research programme and undertaken by the applicant or team member may be requested.

14. Details of the trip should be outlined including location, duration, purpose and name of proposed traveller.

15. Business class travel is not an allowable expense.

16. Subsistence should be as per the rates listed on the Bursar's website. The 24 hour subsistence rate covers accommodation and all meals. Subsistence should be reduced accordingly where meals and / or accommodation are provided by a third party or covered under a conference registration fee.

Co-funding / cost - share

17. Reduce the budget request by any funding available from any other source.

Budget Justification

18. The budget justification is the narrative explanation of the budget. It should clearly explain why requested eligible costs are necessary and how they have been calculated. Some general guidance is provided below.

    - When constructing a budget justification follow the same order as that in the itemised budget form.

    - Ensure that everything in your budget is referenced in the justification. Provide more details for higher value requests.

    - For staff costs describe roles and responsibilities and where necessary describe why a certain level of experience or qualifications is required.

    - For equipment, justify why existing equipment cannot be used and why this equipment is critical.

    - For materials and consumables, where relevant provide details relating to estimated numbers of runs. If use of technology is required please include any access costs and detail estimated usage in days or hours.

    - For travel include details of personnel travelling, location, duration and purpose of proposed trip and why it is necessary.

19. Provide details of any cost-share or co-funding available from any other source.

20. Provide confirmation that funding requested for the proposed project is not available from any other source.

Appendix 3 Final Report – Template

Research Account Number	
Project Owner	
Project title	
Funding Programme	2018 Internal Funding Scheme
Project Start Date	
Project End Date	
Budget Awarded	€
Actual Expenditure *(analysed below)*	€

Pay	€	Non-Pay	€	Equipment	€

1. The objectives and outputs of the award
2. Benefits to you, your School and UCD
3. Did the award result in the ability to attract external funding? –If yes, please provide details.
4. Any other comments that you think would help with the design of future internal funding schemes

Date: _____   Signed: _____