

## **Guidance notes for applications for funds to: BRIM (Building Resilience Into risk Management)**

If you are a researcher eligible to receive EPSRC funding, you can apply for funds under one of the schemes outlined on <http://blogs.exeter.ac.uk/brim/grand-challenges/>. These funds must be used solely for the purpose of research or dissemination activities that contribute to the aims and objectives of the project BRIM. Details of the project and of any deadlines will be posted on the website and calls for proposals will be issued via the BRIM newsletter – you can register to receive this newsletter on the BRIM website <http://blogs.exeter.ac.uk/brim/getting-involved/get-involved-with-brim-network/>.

In the following, the “project” means the project funded by BRIM in response to the application. The “project leader” is the main applicant who must be a PhD student or staff member at an institution that must be capable of receiving EPSRC funding according to research council rules. Please note the following terms and conditions for funding and reporting - accepting funding under any of these headings will be taken to mean that you have read and accepted these conditions.

### **Terms and conditions for funding**

1. The project must start within three months of the date of the offer letter, and finish within six months of the project start, or by 1st Feb 2019, whichever is the sooner, unless written permission has been given to vary date of commencement or duration of project.
2. Any unspent funds at the end of the project will be returned and re-allocated to other BRIM projects.
3. Any employment or visa compliance implications are entirely the responsibility of the project leader and their institution.
4. Any funds spent must be used to support the named agreed project including any specific conditions in the offer letter, in addition to any requirements from EPSRC or HMRC. Any contravention of these in spirit or letter will result in a demand for return of the funds.
5. Any research or data generated must be made available according to the RCUK policies on open access.
6. Joint or partial funding of projects is permitted as long as the role of the other funding is clearly and transparently made, and funding from BRIM is essential for the project.
7. Funds can be claimed in one of three ways.
  - Individual expenses can be claimed from the BRIM project manager.
  - Any invoice for actual expenses incurred will be sent to the project manager during or at the end of the project.
  - In exceptional cases it may be possible to invoice the project manager for up to 50% of the project costs at the start of the project, followed by an invoice for the balance after the end of the project.

8. You cannot claim overheads or bench fees from BRIM, other than the above.
9. Funding will be paid at 80 percent Directly Incurred Costs.
10. Please note that funding for academic staff time will only be provided from BRIM funds in exceptional cases. Researcher time for PDRA/PhD students is eligible for funding.
11. You must request and obtain written permission for any variation in the project.
12. It is the responsibility of the project leader to ensure that any implied offer of time or resources are approved by their appropriate institutional processes prior to commencement of the project.

### **Terms and conditions of reporting**

In agreeing to the funding, you agree to the following reporting of the results of the project:

1. Provide BRIM with an announcement of the funded research within one month after the start of the project.
2. Provide BRIM with a completed end report pro forma, at latest two months after the end of the project. The end report will include mentioning of any papers or reports in preparation, details of to what extent the stated objectives were met, and any plans for follow-up research or dissemination activities.
3. If the end report is due before 30<sup>th</sup> Nov 2018 then you should also provide BRIM with a final report by 1<sup>st</sup> Feb 2019 that updates any progress from the end report.
4. You must acknowledge EPSRC funding via BRIM in any publication resulting from the project.

Fanlin Meng 14<sup>th</sup> February 2017