

# Horizon Europe Guarantee guidance

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Please direct any questions on the Guarantee guidance to [eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org)

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## Update on UK association to Horizon Europe:

The [UK government has confirmed](#) that the UK will be associating to Horizon Europe through a bespoke new agreement with the EU.

The scope of the funding Guarantee remains active and has been expanded to cover successful Horizon Europe applications submitted to calls who cannot sign a grant agreement with the European Commission or delegated party because it is not covered by the UK's bespoke association deal, and therefore cannot receive funding.

Successful applications made by UK-based businesses and researchers to calls under the Horizon Europe 2021, 2022 or 2023 work programmes will be covered by the Guarantee. You are able to identify which work programme calls fall under by the year noted in the call ID:

- If the call ID includes '2023,' the call is part of the 2023 work programme and be covered by the UK Government Guarantee.
- If the call ID includes '2024,' the call will be part of the 2024 work programme and covered by the bespoke new association agreement.

The year of call deadlines does not delineate which work programme they are under – please be aware that a small number of 2023 work programme calls will close in 2024 and a small number of 2024 work programme calls will close in 2023.

Further details from the Department for Science Innovation and Technology can be found on the [Horizon Europe and Copernicus programmes: 2023 UK-EU agreement explainer](#).

All Horizon Europe Guarantee grants funded by UKRI through IFS, the Joint Electronic System (Je-S) and the UKRI Funding Service will remain on the bespoke UKRI terms and conditions for the duration of the grant. We regularly review and update this document with detailed guidance for Guarantee grant holders. Updates will be well communicated through UKRI's communication channels.

The separate [association specific guidance for Guarantee grant holders](#) has been published on the UKRI website. If your query is not addressed on this page, please get in touch via [eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org).

## Horizon Europe Guarantee:

Please note: UK applicants must still apply for funding from the EU as beneficiaries and not as Associated Partners (please see specific guidance for [EURATOM](#) below) in order to be eligible for the UK government's Horizon Europe funding Guarantee. The change to Associated Partner status must only be made after the project has been assessed at the point of preparing the EU grant agreement.

On 29 November 2021, the government announced a new scheme that Guarantees funding for successful, eligible applicants to Horizon Europe grant awards regardless of the outcome of the UK's efforts to associate to Horizon Europe.

The Guarantee is in place to address the delay in the formalisation of the UK's association to Horizon Europe. To provide reassurance, the government has Guaranteed funding for all eligible, successful applicants to Horizon Europe calls covered within Horizon Europe 2021, 2022, and 2023 work programmes.

Calls that are part of the Marie Skłodowska-Curie Actions (MSCA) or European Research Council (ERC) schemes will be covered by individual calls launched on the Joint Electronic Submission (Je-S) system or the UKRI Funding Service after the results of the original EU calls are announced. All other eligible Horizon Europe calls will be covered by the Innovation Funding Service (IFS) system.

Please note that there are two IFS funding application routes for EU collaborative R&D calls in scope of the Guarantee:

- [One IFS Guarantee funding application route](#) for all EU collaborative R&D calls in scope of the Guarantee whereby the last legal date for signing grant agreements is expected to pass before 31 December 2022 except for 2022 EIT-KICs.
- [One IFS Guarantee funding application route](#) for all EU collaborative R&D calls in scope of the Guarantee with final application submission deadlines from 1 May 2022 up to calls covered by work package 2023 except for 2023 EIT-KICs.

In applying you will be asked to select the EU call through which you have been successful. The Guarantee funding route for EIT-KICs 2023 activities is [now open](#).

For support with applying on the Innovation Funding Service (IFS), including a review of all relevant documents and information before submitting your application form, please contact [support@iuk.ukri.org](mailto:support@iuk.ukri.org).

If you have a successful application through a Horizon Europe mechanism other than a publicly announced call, please contact us before applying at [eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org).

Please note, the EURATOM Research and Training 2021 call (HORIZON-EURATOM-2021-NRT-01) and the EURATOM Nuclear Research and Training 2023 call (HORIZON-EURATOM-2023-NRT-01) are also covered by the Guarantee, and funding may be accessed through the IFS. Specific [EURATOM 2023 conditions](#) can be found on page 6 below, with additional guidance for Guarantee applications to this call on page 10.

The Horizon Europe Guarantee will cover EURAD 2 programme calls which closed on 8 November 2023. Specific [EURAD 2 conditions](#) can be found on page 6 with additional guidance for Guarantee applications to this call on page 10.

**Please note, that UK entities applying to the 2023 Research Infrastructures work programme for call for 2023 INFRA SERV 2023 (01, 02 and 03) as beneficiaries will be directly funded by the Horizon Europe programme.**

## Update on transition to UKRI Funding Service

From May 2024, UKRI started transitioning over to the new Funding Service for submission. Specific guidance on how to apply for ERC and MSCA grants can be found on the [Horizon Europe Guarantee guidance page](#).

The submission process via the UKRI Funding Service will mirror the applicant experience on Je-S, with all funding opportunities requiring the same attachments and documentation as in Je-S.

Roles in funding applications differ in name between Je-S and the Funding Service. Please see the UKRI guidance on [role descriptions and responsibilities](#) for more information on roles to be used when applying.

The UKRI Funding Service is being developed in an iterative way, with new functionality being released all the time. Making awards in the Funding Service is currently being scaled up.

Applications to the below opportunities are being processed through the new Funding Service and will continue to have offer letters issued via Je-S.

- MSCA Doctoral Networks 2023
- MSCA Post Doctoral Fellowships 2023
- ERC Advanced Grants 2023

Applications to the below opportunities are being processed through the new Funding Service and any offer letters that have not been issued yet will be issued via the new Funding Service.

- ERC Starting Grants 2023
- ERC Consolidator Grants 2023
- MSCA Citizens Grants 2023
- MSCA Staff Exchanges 2023
- MSCA COFUND 2023

Funding routes for successful applicants to the 2023 MSCA CO-FUND Grants call opened on the Funding Service in August 2024. Details of how to apply can be found on the [UKRI website: Apply for Horizon Europe Guarantee funding](#).

Please note that the funding routes for the following opportunities have now been closed as scheduled:

- MSCA Staff Exchanges 2022
- MSCA COFUND 2022
- ERC Starting Grants 2023
- ERC Synergy Grants 2023

### Funding overview

The Guarantee funding is delivered through UK Research and Innovation (UKRI) and this notice provides guidance on eligibility, scope and what you need to do to receive funding if eligible.

As stated in ['Q&A on the UK's participation in Horizon Europe'](#) (European Commission), UK entities are eligible to apply as beneficiaries ahead of the UK's formal association to Horizon Europe while the UK is in the process of associating. The UK government continues to encourage UK researchers to take advantage of this opportunity.

However, UKRI and the UK government are aware that successful UK applicants are unable to access funding from the EU if the formalisation process of the UK's membership of Horizon Europe has not been completed by the time they are required to sign a grant agreement with the EU.

For grant awards arising from EU calls covered within 2021, 2022, and 2023 work programmes, the UK government has committed to provide funding for all successful eligible UK bids. Funding will be made available in pounds sterling.

**Please note, UK applicants must apply for funding from the EU as beneficiaries and not as Associated Partners in order to be eligible for the UK government's Horizon Europe funding Guarantee. The change to Associated Partner status must only be made after the project has been assessed at the point of preparing the EU grant agreement.**

The funding Guarantee will be delivered by UKRI with payments made quarterly in arrears as standard, with the exception of projects carried out under the European Institute of Innovation and Technology (EIT) Knowledge and Innovation Communities (KICs) 2021 Business Plans.

Please note that UK Guarantee grants associated with projects funded by the EU under the lump sum model will still be funded by UKRI on a quarterly claims basis as standard.

### Scope of the Guarantee

This Guarantee is intended to support all Horizon Europe awardees for excellent science, research and innovation who submitted to calls covered within Horizon Europe 2021, 2022,

and 2023 work programmes who cannot sign a grant agreement with the European Commission or delegated party, because it is not covered by the UK's bespoke association deal, and therefore cannot receive funding.

## EURATOM

Please note, the EURATOM Research and Training 2021 call (HORIZON-EURATOM-2021-NRT-01) and the EURATOM Nuclear Research and Training 2023 call (HORIZON-EURATOM-2023-NRT-01) are also covered by the Guarantee, and funding may be accessed through the IFS.

The specific conditions relating to accessing UK Guarantee funding for the EURATOM 2023 scheme are as follows:

- UK entities should apply as Associated Partners in line with the European Commission's ([EC](#)) [advice](#) (for HORIZON-EURATOM-2023-NRT-01 only; this advice does not apply to other calls)
- UKRI will fund 100% of the eligible costs of successful UK participants.
- Grants may be subject to financial review to ensure proposed costs are proportionate to assigned work packages.
- Typically, the total financial contribution of all UK participants in the project should be less than 35% of the EU's contribution to the project. The amount of funding for UK participants will reflect the size of their role in the project.
- If the total proposed UK contribution to the project is 35% or more of the EU's contribution, you must contact UKRI at [eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org) as soon as possible to discuss and approve an exception before applying.

## EURAD 2

Please note, the EURAD 2 programme calls which closed on 8 Nov 2023 are covered by the Guarantee, and funding may be accessed through IFS.

The specific conditions relating to accessing UK Guarantee funding for the EURAD 2 scheme are as follows:

- UK entities should apply as Associated partners.
- Strategic Studies and Knowledge Management work is funded at 100%, however, Research and Development work will be funded at 50%.
- Grants may be subject to financial review to ensure proposed costs are proportionate to assigned work packages.
- Typically, the total financial contribution of all UK participants in the project should be less than 35% of the EU's contribution to the project. The amount of funding for UK participants will reflect the size of their role in the project.
- If the total proposed UK contribution to the project is 35% or more of the EU's contribution, you must contact UKRI at [eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org) as soon as possible to discuss and approve an exception before applying.



Both for mono-beneficiary and multi-beneficiary grants, this funding will be provided for the lifetime of the grant, subject to UKRI terms and conditions.

Previous versions of this guidance included a list of calls in the annex, but this has been replaced by a comprehensive commitment to include all Horizon Europe calls covered within work programmes 2021, 2022, and 2023 (as shown on the [EC Funding and Tenders Portal](#)). For calls with multiple separate deadlines, only calls with final submission deadlines in either the 2021, 2022, or 2023 Work programmes are considered to be in scope.

### EIT-KICs

The Guarantee also covers the costs of EIT-eligible activities delivered by UK participants of the KICs that would otherwise have been covered by grant funding awarded by EIT. The Guarantee applies retrospectively for EIT-eligible activities where relevant costs were incurred in calendar year 2021. The call for this element of the Guarantee has now closed.

Additionally, the Guarantee also covers costs incurred in 2022 and 2023 for EIT-KIC activities delivered by UK participants where these costs would otherwise have been covered by grant funding awarded by EIT. For the costs of 2022 activities, access to funding under the Guarantee opened on 23 May 2022 and closed on 11 April 2023. This part of the Guarantee will cover costs incurred in the calendar year 2022 only. For the costs of 2023 activities, access to funding under the Guarantee opened in July 2023. Due to the non-standard granting processes used by EIT-KICs, the scope of the Guarantee for EIT-KIC activities in 2023 is defined by spend occurring in the 2023 calendar year, irrespective of the submission deadline date.

For EIT-KIC Guarantee funding, the Guarantee only replaces grant funding that would have been awarded by EIT. It does not replace funding from non-EIT sources or loans and does not cover activities that involve a 'success fee' on completion. In addition, it does not cover funding under arrangements that place share-transfer or other equity conditions on UK partners. For such cases, relevant KICs would need to remove these conditions for funding to be capable of falling within the scope of the Guarantee. This does not preclude Guarantee grant holders from entering separate equity sharing arrangements with their KIC.

### COST Actions

The UK remains a full member of the European Co-operation on Science and Technology (COST) Association and, subject to its usual rules, UK applicants are eligible to participate and receive funding in its interdisciplinary research networks (COST Actions) irrespective of the UK's association to Horizon Europe. As a result, UK participants in COST Actions are eligible for reimbursements via COST in the usual way and COST Actions are therefore not covered by this Guarantee.

### Mixed appropriation calls

There are a number of mixed appropriation calls which draw down from both the 2023 and 2024 budget. For these calls the EC has confirmed that UK entities are eligible for EU

funding and therefore will not be covered by the Guarantee. UK entities will be switched from associated partners to beneficiary or be written in directly as beneficiaries from 2024 and therefore be eligible to receive EU funding. See Question “Does the Guarantee cover a mixed appropriation call that is funded from both the 2023 and 2024 budget?” below for further details.

## Prizes

Prizes are out of scope for the Horizon Europe Guarantee.

**If you have any queries about the scope of the Guarantee, please contact us at [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org).**

## Eligibility

Successful UK applicants (excluding British Overseas Territories) will be eligible to register with UKRI for the Horizon Europe Guarantee if they have applied as beneficiaries and:

- They are a UK-based organisation and a member of a consortium which has received notification of a successful proposal evaluated under a Horizon Europe call covered within 2021, 2022, and 2023 work programmes and which meets the required European Commission eligibility criteria to deliver the project.
- or
- They are a UK-based organisation or researcher who has received notification of a successful proposal evaluated under a mono-beneficiary Horizon Europe call covered within 2021, 2022, and 2023 work programmes.
- or
- They are a researcher who has received notification of a successful ERC proposal with a UK host institution for an ERC call covered within 2021, 2022, and 2023 work programmes.
- or
- They are a researcher who has received notification of a successful ERC proposal for an ERC call covered within 2021, 2022, and 2023 work programmes with a non-UK host institution and wishes to move their grant to a UK host institution before having signed the Grant Agreement.
- or
- They are a researcher who has received notification of a successful ERC proposal for an ERC call covered within 2021, 2022, and 2023 work programmes with a non-UK host institution and wishes to move their grant to a UK host institution after having signed the Grant Agreement where the conditions listed in the ERC section below have been met.
- or
- They are a UK-based organisation which has carried out a project approved through usual EIT-KIC processes, and they have incurred eligible costs during the 2021, 2022, or 2023 calendar years.

**and**

- They are ineligible to receive funding from Horizon Europe because they were unable to sign the grant agreement as an applicant from an Associated Country due to the UK's association status not being formalised in time (as per guidance issued by the European Commission: 'Questions and Answers on the UK's Participation in Horizon Europe').
- If the UK's association had been formalised to cover the 2021, 2022, and 2023 work programmes, they would have been able to sign the grant agreement as an applicant from an Associated Country and would have received funding from Horizon Europe or a delegated party.

The requirements set out elsewhere in this document will also need to be met, and additional terms and conditions will apply, including (without limitation) onboarding checks, award holder reporting requirements and the application of currency exchange rates.

**What do I need to do to receive funding if eligible?**

In order to receive funding through the Guarantee, your grant details will need to be submitted to UKRI systems, in order for UKRI to provide you with a UK grant.

Specific guidance on how to apply for ERC, EIT KICS, MSCA and all other Guarantee funding can be found on the [Horizon Europe Guarantee notice and guidance page](#).

Since applications will have been evaluated through the European Commission's trusted peer review systems, no further application quality assessment will be undertaken by UKRI. UKRI will undertake due diligence checks as part of the application process.

Once registration of an eligible Horizon Europe grant with UKRI is complete, awardees will receive an offer of funding from UKRI.

The submission process via the UKRI Funding Service will mirror the applicant experience on Je-S, with all funding opportunities requiring the same attachments and documentation as in Je-S.

Specific guidance on how to apply for ERC, EIT KICS, MSCA and all other Guarantee funding can be found on the [Horizon Europe Guarantee notice and guidance page](#).

Where the applications need to be made to the UKRI Funding Service, there will be a link to start the application within the specific call guidance.

For most grant types, registration will be via Innovate UK's [Innovation Funding Service](#) (IFS). The IFS system will remain open, and applicants will select their Horizon Europe call from a drop-down menu. Note that UKRI will only accept and process multi-beneficiary applications which include a grant agreement listing the UK partner as an Associated Partner and signed by at least the Commission and the coordinator.

***For applicants to HORIZON-EURATOM-2023-NRT-01 and EURAD 2 only:***

As you are required to apply as an Associated Partner, a full description of the costs you are seeking from UKRI will be required for successful applicants to access the Guarantee (see details below). This is because Associated Partner costs do not appear in detail in the application budget table, and assessment of those costs will likely vary between applications depending on what is included in the body of the EURATOM or EURAD 2 application. A team within Innovate UK will carry out a light-touch review of the information you provide to ensure that costs are commensurate with the tasks allocated to your organisation. If tasks have changed since the original application, we ask that those changes also be described in this section of the form. Costs cannot be higher than originally applied for and listed in the EURATOM or EURAD 2 proposal. If there are any complications in this regard, please contact us before applying through IFS.

You will be asked to provide information on the funding you are requesting and the resources it is linked to, including a budget table as an appendix. This information should include the following elements:

- A realistic budget breakdown, including a funding profile and timeline
- A description and justification for the costing of individual tasks/work packages
- Reassurance that the budget is realistic for the scale and complexity of the project
- Justification for large-scale project expenditure, for example equipment, subcontracting costs
- A list of any other sources of funding towards your organisation's elements of the project
- If your tasks have changed in the grant agreement preparation, please describe changes to tasks and any budget implications

**Terms of the Guarantee**

As set out above, in addition to the provisions of this document, further terms and conditions will apply to the Horizon Europe Guarantee, including (without limitation) onboarding checks, award holder reporting requirements and the application of currency exchange rates. Further details may be found in the Q&A below and the additional material published alongside this guidance. Please note, that in addition to the terms and conditions, the policies outlined within this guidance document form the expectations UKRI place on award holders and may also be used in determining if awards have been appropriately managed and costs are eligible.

The full [terms and conditions for the grants to be hosted on IFS](#) are published alongside this document for reference on our website. Please note that there are two sets of Terms and Conditions depending upon the signature date or deadline of the Horizon Europe call. UKRI reserves the right to modify any of the terms and conditions of the Horizon Europe Guarantee.

Those who are funded through the Guarantee who are part of EU consortia will have Associated Partner status on the EU grant. UKRI Guarantee grant holders should be aware that Associated Partners have obligations under their EU Grant Agreements, for example around the recruitment and working conditions of researchers, as described in the [Charter and Code for Researchers](#)<sup>1</sup>.

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<sup>1</sup> See also the 'General definitions and information on Associated Partner status' section in the Q&A at the end of this document.

## Technical questions and answers

### Questions regarding the association announcement

Please see the [UK association to Horizon Europe and the UK Horizon Europe Guarantee page](#) on the UKRI website for further details on how the association deal impacts the UK funding Guarantee.

#### 1. Should I still apply for Horizon Europe calls that are outside of the scope of the Guarantee?

Yes. As stated in '[Questions and Answers on the UK's Participation in Horizon Europe](#)' (European Commission), UK entities are eligible to apply to calls ahead of the UK's formal association to Horizon Europe. The Guarantee is primarily aimed at those who have applied to calls covered in the 2021, 2022, and 2023 work programmes and cannot sign their EU grant agreement.

UK researchers will be able to fully participate in the Horizon Europe programme on the same terms as researchers from other associated countries, including leading consortia, from the 2024 work programme and onwards – including any 2024 work programme calls opening this year.

#### 2. How can I tell if a call is classified under the 2023 or 2024 Horizon Europe work programme?

You are able to identify which work programme calls fall under by the year noted in the call ID:

- if the call ID includes '2023,' the call is part of the 2023 work programme and be covered by the UK government Guarantee (for example, HORIZON-CL2-2023-DEMOCRACY-01-02)
- if the call ID includes '2024,' the call will be part of the 2024 work programme and covered by the bespoke new association agreement (for example, HORIZON-CL2-2024-DEMOCRACY-01-02)

#### 3. Does the Guarantee cover a mixed appropriation call that is funded from both the 2023 and 2024 budget?

The association agreement with the European Commission covers all calls under the Work Programme 2024. The Horizon Europe Guarantee covers all eligible calls under Work Programme 2023. However, there are a number of mixed appropriation calls which drawn down from both the 2023 and 2024 budget. For the following calls, the EC has confirmed that UK entities are eligible for EU funding and therefore will not be covered by the Guarantee. UK entities will be switched from Associated Partners to Beneficiary or be written in directly as beneficiaries from 2024 and therefore be eligible to receive EU funding.

- HORIZON-EUROHPC-JU-2023-INTER-02-01
- HORIZON-INFRA-2023-DEV-01-03
- HORIZON-WIDERA-2023-ACCESS01-01-two-stage

- HORIZON-CL5-2023-D3-01-18 Clean Energy Transition Co-funded Partnership
- HORIZON-CL6-2023-FARM2FORK-01-2 European partnership on animal health and welfare
- HORIZON-CL5-2023-D2-01-08: Driving Urban Transition
- HORIZON-CL6-2023-CLIMATE-01-1 Additional activities for the European Partnership Water Security for the Planet (Water4All)
- HORIZON-EIE-2023-INNOVSMES-01 Eurostars
- HORIZON-EIE-2023-CONNECT-03-01 Interconnected Innovation Ecosystem

The process can take place in two steps:

- Step 1 – Entities from the UK to remain as Associate Partners at the time of signature of the grant agreement.
- Step 2 – Entities from the UK involved as associated partners are switched to beneficiaries via an amendment to the on-going grant agreement and the maximum grant amount will be increased with the budget of the entity established in the UK which will be funded with budget 2024 only.

There are two possible processes for the switch from Associated Partner to Beneficiary:

- a) The process for this switch of status may happen automatically and be initiated by the EC project coordinator.
- b) If this process does not occur automatically, the UK entity should request a change of status via a letter to the EC project coordinator.

## General questions

### 4. What funding is covered on successful projects?

100% of the applied-for EU eligible costs will be paid (i.e., 100% of the requested EU contribution to eligible costs), subject to exchange rate and any reduction in tasks undertaken by the UK participants in the process of finalising the EU grant agreement. This includes, for example, the costs of financial reporting to UKRI, costs requested for PhD studentships, and costs for personnel based outside the UK, subject to Horizon Europe funding rules. In all but exceptional circumstances, the amount that can be requested from UKRI is capped at the value originally requested by the UK applicant in the original Horizon Europe proposal.

### 5. Are UK participants still able to lead consortia?

The European Commission has published clear guidance that during the application process UK participants should be treated as if the UK were already associated to Horizon Europe. This means that they can apply for funding and participate in and lead consortia for collaborative projects.

While Horizon Europe regulations generally require a participant to be based in a Member State or an Associated Country in order to lead a project, UK participants in successful consortia should follow the guidance of the European Commission on eligibility, project

roles and signing the grant agreement for calls under the 2021, 2022 and 2023 work programmes.

## 6. What happens to projects that have already been submitted by UK applicants prior to the UK's association from the 2024 work programme onwards?

As stated in [‘Questions and answers on the UK’s participation in Horizon Europe’](#) (European Commission), UK entities are already eligible to apply ahead of the UK’s formal association to Horizon Europe, and the UK Government expect the European Commission to continue evaluating these applications.

If UK applicants to calls eligible for the Guarantee reach a point where they are required to sign the grant agreement before the EU has formalised the UK’s association, then the process to follow will depend on the nature of the European grant applied for:

### *Consortium-style grants*

For consortium-style grants, the Guarantee is in place to fund eligible UK participants’ roles in these projects. The European Commission will require a UK partner to change the status of their participation to ‘Associated Partner’.

Associated Partners implement action tasks without receiving EU funding and do not sign the grant agreement. While Associated Partners are not required to have a capital or legal link to a specific beneficiary, the other beneficiaries in the consortium take on the responsibility (through consortium agreements or contractual arrangements) to ensure proper implementation of the Associated Partners’ elements of the project, as well as compliance with specific obligations of the grant agreement which are extended to Associated Partners. The UK partner will be required to provide proof of the successful grant to UKRI and undertake the steps outlined in this document, and UKRI will provide the UK partner’s share of the funding under the Guarantee.

### *Mono-beneficiary-style grants*

For mono-beneficiary-style grants, eligible UK entities will provide proof of success in the evaluation process to UKRI and undertake the steps outlined in this document, and UKRI will provide the entity with funding under the Guarantee.

## 7. What happens if the European Commission stops evaluating applications for my call?

For the 2021, 2022, and 2023 work programmes, the European Commission will continue to administer transitional arrangements and the UK will continue to provide funding under the UK Guarantee. This means that before the UK associates from the 2024 work programmes, the European Commission allows entities in the UK to apply for Horizon Europe funding as if the UK were an Associated Country.

The European Commission has made this clear in [‘Questions and answers on the UK’s participation in Horizon Europe’](#) (European Commission). It states that: “The General Annexes attached to the main Horizon Europe work programmes (2021- 2022 and 2023-



2024) ensure that UK applicants are treated as if the UK is an associated country throughout the process, from admissibility and eligibility to evaluation, up until the preparation of grant agreements. However, grant agreements can only be signed if the association has come into force. The same treatment is also granted to any applicants from other associated countries currently engaged with the European Commission in an active process of association.”

**8. If successful UK applicants have to become Associated Partners in their project consortium, do they still sign a grant agreement with the European Commission or delegated party?**

Associated Partners implement action tasks without receiving EU funding and do not sign the grant agreement. While Associated Partners are not required to have a capital or legal link to a specific beneficiary, the other beneficiaries in the consortium take on the responsibility (through consortium agreements or contractual arrangements) to ensure proper implementation of the Associated Partners’ elements of the project, as well as compliance with specific obligations of the grant agreement which are extended to Associated Partners.

**9. For calls open to Third Countries, will UK participants funded through the Guarantee be required to provide the European Commission with reports against deliverables in the grant agreement?**

As Associated Partners implement action tasks without receiving EU funding and do not sign the grant agreement, they have no direct obligation to provide reports against deliverables. The beneficiaries in the consortium will have responsibility for submitting deliverables to the EU and, depending on the tasks to be delivered by the Associated Partner, would agree the Associated Partner’s expected contribution to reporting through consortium agreements or contractual arrangements.

**10. What post-award reporting will be required for the UKRI Guarantee grant?**

For grants hosted by Innovate UK’s IFS system we have reviewed our processes in response to feedback from Guarantee grant holders. The table below summarizes the revised post-award technical monitoring level by grant value and organisation type we will apply for all new Guarantee grants hosted on IFS from 1 December 2022.

<b>Grant-holding organisation</b>	<b>Guarantee grant value</b>	<b>Technical monitoring level with Monitoring Officer appointed</b>
Businesses participating in EU consortia as Associated Partners*	Up to £500k	UKRI internal assurance; no Monitoring Officer appointed
	£500k-£2m	Bronze (2 days per year)
	Over £2m	Silver (up to 12 days per year)
Businesses with UK-only (monobeneficiary) awards, including EIC Accelerator	Up to £2m	Bronze (2 days per year)

Guarantee grants and EIC Pathfinder/Transitions Guarantee grants where applicable	Over £2m	Silver (up to 12 days per year)
HEIs/charities/public sector bodies	Any	UKRI internal assurance; no Monitoring Officer appointed

\*Refers to the ‘Business’ organisation category on IFS only.

If there are any changes to the technical monitoring of existing Guarantee grants the Guarantee team will inform all parties as and when required.

A final report of the UK partner’s contribution to the project will still be required at the end of all Guarantee-funded projects held on IFS. Financial claims and reporting processes are unaffected by this change.

For 2021 KICs grants, only financial checks were carried out to verify costs incurred in 2021. For 2022 and 2023 KICs grants, technical monitoring will be as indicated in the table.

For MSCA and ERC Guarantee grants, hosted via the Je-S or UKRI Funding Service system, grant holders will be expected to report research outcomes through Researchfish. Grants may fall under the regular programme of assurance checks carried out on Research Council grants. UKRI reserves the right to carry out additional monitoring as required. However, no UKRI Innovate UK Monitoring Officers or project officers will be assigned to these awards, even those which are part of EU consortia (MSCA Doctoral Networks, Staff Exchanges and COFUND Guarantee grants). UK partners in MSCA consortia awards funded by UKRI under the Guarantee are expected to contribute to REA post-award monitoring requirements as required.

**11. What will happen to awards where the eligibility of the consortium is compromised as the call applied for is in a 2021, 2022, or 2023 work programme?**

The minimum eligibility requirements for a consortium, including the number of Member State or Associated Country participants, are conditions set out by the European Commission in the legal agreements of Horizon Europe and are specific to the type of call. The eligibility of any individual consortium is therefore a decision for the European Commission to make, and projects should follow guidance from the European Commission.

**12. Will my Guarantee funding be jeopardised if my consortium reallocates the EU funding originally assigned to my UK institution to fund additional activities?**

For consortium-style projects, the Guarantee will fund UK participants for the activities that were assigned to them as a beneficiary in the original proposal that are still assigned to them as an Associated Partner in the final signed EU grant agreement. Guarantee funding

will only be reduced if the UK participant is no longer performing an activity it was assigned in the original proposal.

### **13. How can UK participants in successful projects submit their funding request to UKRI?**

Procedures will vary depending on the call and will make use of existing systems and processes used by UKRI. For most grant types, registration will be via Innovate UK's [Innovation Funding Service](#) (IFS).

Funding of ERC and MSCA Grants has been provided via the [Joint Electronic Submissions](#) (Je-S) system to date, however from 13 May 2024 applications are to be submitted to the UKRI Funding Service. Specific guidance on how to apply for ERC and MSCA grants can be found on the [Horizon Europe Guarantee guidance page](#).

### **14. What exchange rate will be accepted to convert the EUR grant value to GBP for grants signed by the Commission up to the 31 December 2025?**

For grant agreements signed by the Commission from the 1 February 2025 until 31 December 2025 a maximum exchange rate of **£1: €1.174684** will be accepted, which reflects the 2024 average daily spot rate to the end of September 2024. This exchange rate will only be applied to new Guarantee applications from 1 February 2025, not to Guarantee grants already funded by UKRI. For Guarantee grants where no EU grant agreement will be signed, the revised exchange rate will apply for new Guarantee applications to UKRI from the 1 February 2025.

UKRI may change the GBP grant value in response to significant fluctuations in international exchange rates by applying an exchange rate that is different to the one it initially applied, but it shall not:

- i. do so more frequently than once in a 12-month period; or
- ii. apply any such change retrospectively to affect payments already made.

### **15. What exchange rate will be accepted to convert the EUR grant value to GBP for grants signed by the Commission up to the 31 January 2025?**

For grant agreements signed by the Commission from the 1 January 2024 until 31 December 2024 a maximum exchange rate of **£1: €1.148787** will be accepted, which reflects the 2023 average daily spot rate to the end of September 2023. This exchange rate will only be applied to new Guarantee applications from 1 January 2024, not to Guarantee grants already funded by UKRI. For Guarantee grants where no EU grant agreement will be signed, the revised exchange rate will apply for new Guarantee applications to UKRI from the 1 January 2024 to 31 January 2025.

### **16. What exchange rate will be accepted to convert the EUR grant value to GBP for grants signed by the Commission up to 31 December 2023?**

For grant agreements signed by the Commission from 1 January 2023 until 31 December 2023 a maximum exchange rate of **£1: €1.180720** will be accepted, which reflects the 2022 average daily spot rate to the end of September 2022. This exchange rate will only be applied to new Guarantee applications, not to Guarantee grants already funded by UKRI. For Guarantee grants where no EU grant agreement will be signed, the revised exchange rate will apply for new Guarantee applications to UKRI from 1 January 2023 to 31 December 2023.

**17. What exchange rate was accepted to convert the EUR grant to GBP for grants signed by the Commission up to 31 December 2022?**

The Euro value of the grant must be converted to pounds sterling and the UKRI grant under the Guarantee will be for a pound sterling value. For grants signed by the Commission up to 31 December 2022, a maximum exchange rate of **£1: €1.160354** will be accepted, which reflects the average exchange rate between January 2021 (at the start of the Horizon Europe programme) and October 2021. Payments will then be made on the basis of the GBP grant value.

**18. Will the exchange rates be revised during the lifetime of the grant?**

Although the terms and conditions of the Grant Offer Letter includes a clause that the exchange rate can be revised during the lifetime of the grant, it is meant to ensure each grant is not subject to extreme currency fluctuations and we will not routinely alter the awarded amount or exchange rate on live grants. For example, in the event of a significant fall in the sterling, we reserve the right to award additional funds to the grant based on a new exchange rate.

**19. Will proposals submitted to UKRI be re-evaluated/reassessed?**

Since applications will have been evaluated through the European Commission's trusted peer review systems, no further application quality assessment will be undertaken by UKRI. Organisational validation and due diligence checks will be carried out in line with UKRI business as usual processes.

**20. My organisation had been successful in Horizon Europe and will receive funding via the HE Guarantee scheme (which is our only funding at the moment) are there any State Aid/Subsidy issues I should consider?**

In anticipation of the Subsidy Control Act 2022 coming into effect from 4<sup>th</sup> January 2023, a subsidy scheme was created to meet the requirements contained within the UK-EU Trade and Co-operation Agreement by UKRI to cover awards issued under the Horizon Europe Guarantee, this scheme is now referred to as a legacy scheme within the [Subsidy Control Act s.48](#).

The [Horizon Europe Guarantee Scheme](#) was published on the 8<sup>th</sup> of November 2022, which means all Grant Offer Letters signed and returned on or after this date are considered to be awarded under the Legacy Scheme, and as such are treated as subsidies for enterprises acting economically. Any Grant offer letters signed and returned before the 8<sup>th</sup> of November 2022 will be considered as no-subsidy.

This has no material effect on your organisation’s grant funding.

**21. My organisation already has projects funded by UK public bodies, will my Horizon Europe Guarantee funding mean I am in breach of State Aid/Subsidy compliance rules?**

Organisations cannot be funded for carrying out the same activity twice. Tasks in any current UK funded projects should not replicate the activities you are conducting in the Horizon Europe project. However, If the work you will conduct under your current funding does overlap with the work you will do in your Horizon Europe project you may be in breach of subsidy rules. If you are uncertain, please contact [support@iuk.ukri.org](mailto:support@iuk.ukri.org).

**22. My organisation is conducting many different Horizon Europe Guarantee funded projects, could I be in breach of State/Aid compliance rules?**

The number of HE Guarantee awards received doesn’t make any difference, as long as the scope and eligible costs of the awards do not overlap.

**23. My organisation is a Higher Education Institute/Research Organisation do we need to be concerned with State Aid/Subsidy compliance rules**

Although you are not a commercial enterprise and will most likely not be conducting “commercial” activity it is sensible to check that the detail of the Horizon Europe project (eg is it producing income), in any event the same rules on double funding (see above) apply.

**24. How will grant payments via UKRI be made?**

Grants will be funded in pounds sterling. UKRI will typically make payments quarterly in arrears in line with standard processes.

For grants hosted on IFS:

- For HEIs/charities/public sector bodies: profiled payments will be made quarterly with reconciliation every 4<sup>th</sup> quarter. This policy will be implemented from 8 June 2023 and will be retroactively applied to existing grants. Innovate UK will contact all grant holders who will be affected by this change to discuss implementation details with them.
- For businesses: payment will be made based on claims according to Innovate UK standard processes, where evidence of expenditure incurred and defrayed in the claim period will be required.

The level of independent oversight required will depend upon the total grant value of the UKRI Guarantee grant provided (not the total original EU grant value):

Value of Grant	Independent Accountant Report (IAR) Requirement for HE projects
Up to £100k	None
£100,000.01 to £500,000.00	Final claim only

£500,000.01 to £2,000,000.00	Q4 and final claim
£2,000,000.01 and above	Every Q4 and final claim

For grants hosted on Je-S/Siebel and the UKRI Funding Service systems, payment will be made via profiled payments according to Research Council standard processes.

**25. How long will it take for the grant offers to be issued after submission?**

For grants hosted on IFS the anticipated turnaround time is around 30 days, if all the required information is submitted correctly. The process may take up to 90 days if additional information is required, depending on how quickly the additional information is provided. UKRI will always aim to prioritise those whose requested grant start date is due soonest, as far as possible.

For submissions made to the UKRI Funding Service, the anticipated time to receiving a decision is 8 weeks if all the information is submitted correctly. The process may take longer if additional information is required, depending on how quickly the additional information is provided. The processing time may also increase when we receive higher volumes. We will prioritise those looking to start their awards soonest, as far as possible. We appreciate your patience during these next few months as we are transitioning to the new system.

**26. What happens to my grant if the UK formally associates to Horizon Europe after the UKRI Guarantee has been applied to my project?**

UK participants who have received a UKRI grant under the Guarantee will remain on the UKRI grant for the lifetime of the grant, subject to UKRI terms and conditions.

Now that the terms of the UK’s association have been agreed, the Guarantee will remain active to cover grants that have been successful in any eligible 2023 work programme calls. The calls will be open for applications on UKRI’s systems requesting the same documentation as done under the Guarantee for 2021 and 2022 work programmes, as you will not be able to receive funding from the European Commission. Once call results get announced, you find out you’ve been successful and have the relevant documentation, you should apply to receive Guarantee funding through IFS or the UKRI Funding Service. All current Je-S submission routes will close by 16.00 on 17 May 2024, with the exception of ERC Proof of Concept 2023 which will close in June 2024.

**27. Will UK-based Affiliated Entities be covered by the Guarantee?**

Yes, costs for UK-based Affiliated Entities in consortia will be covered by the Guarantee in the same way as costs for beneficiaries. The EU will treat UK-based Affiliated Entities as Associated Partners if the UK doesn’t associate in time, and they will be covered by the Guarantee.

**28. What is the closing date for the UKRI Guarantee funding routes?**

The UKRI Funding Service Guarantee opportunities will remain open for 12 months. UKRI reserves the right to close any of the Guarantee calls earlier than this, but it will be

communicated in advance through the guidance pages. Before any of the calls are closed, Guarantee funding applicants will be given due notice.

IFS Guarantee calls will remain open as long as necessary to enable all eligible applicants to complete their submission.

### **29. Can I access the UKRI Guarantee if I am on a reserve list for EU funding?**

Applications for the Guarantee will ask for proof that your application has been invited to Grant Agreement Preparation (GAP) process by the EU. Even if your grant was originally placed on a reserve list, if you subsequently receive an invite to the GAP process, you can apply for the Guarantee. The Guarantee will not fund reserve list applications that have not been invited to the GAP process.

### **30. Can I move parts of my grant applied for outside of the UK to the UK and claim funding from the Guarantee?**

If you are part of a multi-beneficiary consortium that is eligible for the Guarantee and wish to relocate some of your project tasks to the UK (for example, a researcher is moving to a UK institution and wants to take their part of the grant with them or a partner withdraws from the project and the UK partner is best placed to replace them), then this may be possible, providing the following conditions are met:

1. You must first contact UKRI ([EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org)), provide details of the situation and receive agreement in principle for the move.
2. The EU project must not yet have started or incurred any costs.
3. The proposed movement of tasks to the UK must not render the EU project ineligible.
4. The project tasks were assigned initially to a beneficiary in the EU proposal, not an Associated Partner.
5. The value of funding requested for the tasks moved to the UK must not be more than the budget assigned to those tasks in the original EU proposal (unless specifically approved by UKRI).

If these conditions are met, then you will need to provide a copy of the original EU proposal and an amended EU grant agreement with the tasks removed from the original beneficiary and reassigned to a new or existing UK Associated Partner. This must be accompanied by a covering letter explaining why the tasks are being relocated to the UK and confirming that the new UK host is willing to accept the additional tasks.

### **31. Can new subcontracting costs be added to a Guarantee-funded grant?**

'New subcontracting costs' include any subcontracting that was not explicitly detailed in your original proposal and has therefore not undergone EC evaluation. This **includes** the selection of specific subcontractor(s) for a subcontracting need outlined in the original proposal.

Following award of the Grant Offer Letter, it may be possible to add new subcontracting costs to your grant, subject to the eligibility conditions outlined below:

1. Only a **limited proportion of project tasks** may be subcontracted.
2. **All relevant EC eligibility conditions** (general & specific) contained in the [Annotated Model Grant Agreement](#) are met, and the request is compliant with the provisions of the Subsidy Control Act 2022 and all EU State Aid obligations.
3. The requested subcontracting is **not subject to any conflicts of interest**.
4. A **robust selection and evaluation process** has been followed, and the selected subcontractor represents **best value for money** with public funding (i.e. the best price-quality ratio *or* the lowest price, as applicable).
5. Additional subcontracting must not lead to total costs exceeding the maximum grant amount allocated to the project.

To request the addition of new subcontracting costs, the PI/project lead must submit a formal letter of request to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) for MSCA and ERC grants, or [support@iuk.ukri.org](mailto:support@iuk.ukri.org) for IFS grants. The letter of request must contain, the following:

1. A declaration that the new subcontracting agreement will meet the conditions listed above.
2. A full explanation of the necessity of the subcontracting for the successful implementation of the project, including (i) which project task(s) are to be subcontracted; (ii) a summary of the circumstances that led to the need for new subcontracting; (iii) how the funding would be sourced from within the existing budget (e.g., virement of costs from another cost heading).
3. Full details of the proposed subcontractor(s) and a brief description of the subcontractor selection process including justification for why the proposed subcontractor represents best value for money. Full documentation of this process should be retained and must be made available to UKRI upon request.
4. If a non-UK subcontractor is being proposed, you must demonstrate that no UK-based subcontractor is available who would meet the eligibility criteria; if a UK-based alternative exists, you must be able to demonstrate that the non-UK option would represent best value for money.

Based on the information provided, UKRI will approve or reject new subcontracting requests on a case-by-case basis.

UKRI reserves the right to reject new subcontracting requests if there is deemed to be insufficient evidence that the relevant eligibility conditions have been met, and/or the proposed subcontracting would not represent best value for money with public funding, and/or there is deemed to be a significant risk of conflict(s) of interest.

### **32. Is it possible to replace a subcontractor who was named in the original project proposal?**

In keeping with the above, under certain circumstances, it may be possible to replace subcontractor(s) who were explicitly named in the original proposal.



Any new subcontractor must be selected according to a robust evaluation process, and fulfil all applicable UKRI and EC terms and conditions. In cases where multiple subcontractors are being considered to perform project tasks which were previously undertaken by a single subcontractor, the grant holder must demonstrate that the task cannot be completed satisfactorily by a single subcontractor.

To request the addition of new subcontractor(s), the PI/project lead must submit a formal letter of request to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) for MSCA and ERC grants, or [support@iuk.ukri.org](mailto:support@iuk.ukri.org) for IFS grants. The letter of request must contain all relevant information as detailed in the above item (“Can new subcontracting costs be added to a Guarantee-funded grant?”).

### **33. What should I do if asked for proof of the Guarantee commitment?**

This document states the eligibility conditions and sets out the process to be undertaken to receive funding from UKRI. This document should be used as evidence of the Guarantee in the first instance.

### **34. Can I work remotely on a Horizon Europe Guarantee-funded project?**

This is dependent on the type of Horizon Europe grant.

#### For Guarantee ERC and MSCA Staff Exchanges/COFUND awards:

Seconded staff members and research staff, excluding Principal Investigators, employed on the grant are able to work remotely on a permanent basis if the research project allows, as long as organisational policies are adhered to. In accordance with standard UKRI policy, the host organisation continues to be wholly responsible for their terms and conditions of employment including any additional laws for overseas staff.

#### For Guarantee MSCA Postdoctoral Fellowship awards:

Fellows are ordinarily expected to perform their work in-person at their host institution as far as reasonably possible. If a Guarantee MSCA Postdoctoral Fellow intends to work remotely on a permanent basis, they must request permission from us by emailing [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) (supervisor cc'd) with an explanation as to why long-term remote working will be necessary, and addressing the below points:

- The reason for wanting to work remotely
- How much time, if any, you would be able to spend at the host organisation
- The frequency and duration of any visits to the host organisation
- How the project as outlined would be affected by you being based overseas and any mitigations in place
- How you will receive the support and development originally planned
- How the host organisation will comply with organisational policy and UK laws for your employment, while you are based overseas

- How being based overseas would affect the objective of MSCA Postdoctoral Fellowships: The objective of PFs is to support researchers' careers and foster excellence in research. The Postdoctoral Fellowships action targets researchers holding a PhD who wish to carry out their research activities abroad, acquire new skills and develop their careers. PFs help researchers gain experience in other countries, disciplines and non-academic sectors.

We will assess such requests on a case-by-case basis.

For Guarantee MSCA Doctoral Network awards:

Students are required to be resident in the UK for the majority of their studies.

The student must live within a reasonable travel time of their host organisation to ensure that they are able to maintain regular contact with their department and their supervisor. This is to ensure that the student is not isolated and receives the full support, mentoring, training and access to facilities required to complete their research successfully and to a high standard. The only exceptions to these requirements are to cover periods of absence that are an essential part of their study; for example, fieldwork, study visits or conference attendance.

In accordance with standard UKRI policy, in all cases:

UKRI expect that staff employed on a grant who are based remotely will be able to meet their objectives, and that they will be fully supported to carry out their role and have access to appropriate facilities. While staff may be able to work abroad, depending upon host organisation policies, it is our expectation that Guarantee-funded researchers will be ordinarily based in the UK, and that they will maintain a formal contractual engagement with the UK based research organisation or business for the full duration of the project.

UKRI may, at any time, request assurances that the employer is supporting such arrangements and are able to demonstrate and evidence the staff member is being fully supported to carry out their role. Where a staff member is recruited to work permanently overseas or remotely, the employer and employee are responsible for ensuring compliance with international working regulations.

To be classified as a UK-based employee working remotely, personnel costs must be paid from the bank account that receives the grant funds into a bank account based in the UK.

- 35. Can I claim costs for travel and accommodation for the kick-off meeting of a project if the travel has been booked before the UKRI Guarantee grant start date?**

Costs incurred in booking travel and accommodation before the UKRI Guarantee grant start date for a kick-off meeting will be eligible.

### **36. Are childcare-related costs allowable on Guarantee grants?**

The costs of additional childcare beyond that required to meet the normal contracted requirements of the job and which are directly related to the project may be requested if the institutional policy is to reimburse them. However, childcare costs associated with normal working patterns may not be sought.

### **37. How should UKRI Guarantee funding be acknowledged on research publications and outputs?**

Your research publications must acknowledge funding received from UKRI. This includes, but is not limited to:

- research articles published in journals
- conference proceedings and publication platforms
- monographs
- book chapters
- edited collections
- outputs deposited at institutional or subject repositories.

If your research has supported the development of patents or exploitable intellectual property your organisation must make sure that UKRI is fully acknowledged.

For Guarantee projects wholly funded by UKRI, acknowledgement of funding should include UK Research and Innovation written out in full, followed by the grant number in square brackets. For example:

‘This work was funded by UK Research and Innovation (UKRI) under the UK government’s Horizon Europe funding Guarantee [grant number xxxx].’

For collaborative projects which are part of EU-funded consortia, you will need to cite the EU project according to their requirements in addition to acknowledging the funding from UKRI.

If there is more than one UK partner involved in the output, then please include all grant reference numbers as appropriate.

If you wish to include UKRI branding, you can [read our guidelines and download logos on our brand hub](#).

### **38. Are organisations located in British Overseas Territories eligible for the Guarantee?**

Organisations in British Overseas Territories are not eligible for the Guarantee.

### **39. Can I access the Guarantee if I mistakenly applied as an Associated Partner?**

Any successful UK applicant who applied to Horizon Europe as an Associated Partner instead of as a Beneficiary as a result of a genuine mistake on their part, or because the

coordinator of the consortium changed the applicant's status to Associated Partner, should contact UKRI ([eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org)) to discuss their situation and whether they meet the eligibility criteria for a temporary funding route that is being piloted. Please note that the temporary funding route may be removed before the end of the window for making applications to UKRI under the Guarantee.

**40. Are tuition fees for international students eligible costs for Guarantee grants?**

International tuition fees for PhD students are now allowable costs on all Horizon Europe Guarantee grants. Please note that this policy applies to Horizon Europe Guarantee grants and does not reflect a change in wider UKRI policy.

**41. Are open access costs allowable on Guarantee grants?**

Yes, costs for open access can be charged to Horizon Europe Guarantee grants. If your institution is in receipt of the UKRI block grant to support open access publication costs for research articles, this should not be used to cover such costs arising from Horizon Europe Guarantee grants.

**42. Do I have to comply with UKRI open access policy?**

No, it is expected that all Horizon Europe Guarantee grants will adhere to the Horizon Europe open access policy.

**43. Are research data sharing and management costs allowable on Guarantee grants?**

Yes, costs for research data sharing and management can be charged to Horizon Europe Guarantee grants.

**44. Do I have to comply with UKRI's research data sharing and management policies?**

No, it is expected that all Horizon Europe Guarantee grants will adhere to the Horizon Europe research data sharing and management policy.

**45. Where do I submit my projects deliverables, such as a data management plan?**

Although deliverables (such as a career development plan, data management plan, or gender equality plan) should be developed and maintained for the project in line with Horizon Europe's standard procedures, you do not need to submit this to UKRI directly. However, the plans should be made available to UKRI upon request.

**46. How does UKRI's TR&I principles impact Guarantee funded projects?**

For projects that will be working with international partners, collaborators or Third Parties, the [UKRI TR&I principles](#) should be adopted. Appropriate levels of due diligence should be carried out on overseas partners before projects begin in line with the principles. Appropriate mitigations should be in place to manage any risks identified before any project activity affected by the risk begins or is continued.

More information on the TR&I principles for effective international collaboration can be found on [the UKRI website](#).

If you have any questions about UKRI's expectations on due diligence for international collaboration for the Guarantee, please email [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) for more information.

### **Specific questions for grants hosted on the Innovation Funding Service (IFS)**

#### **47. What start date will I be able to enter onto IFS?**

You will be required to enter a future date into the start date section on IFS initially, although UKRI can manually adjust this if required. If your project has already started at time of submission to UKRI, you will be asked to note the actual start date of the project.

The Grant Offer Letter will be issued listing this date as the project start date and using the duration entered in Application Details. We recommend that you wait until you receive the Grant Offer Letter before you start incurring costs against the grant, and if costs are incurred before this point, it is at your own risk.

#### **48. The IFS conversion tool has been updated to add a funding % column, what does this mean?**

The funding level (%) column in the Finances summary section of the IFS application relates to the percentage of the total grant amount that you will receive from the Guarantee, not the percentage of the total project costs that you were awarded by the EU.

You will be awarded 100% of your grant entitlement from the EU. The funding level in the IFS Finances summary must, therefore, always be entered as 100%.

On the cost conversion tool:

- **EU grant figures**

1. Column B, Row 9 to 35, must include the breakdown of your costs awarded by the EU.
2. Column B, Row 37 must include the funding rate awarded by the EU.

- **UKRI grant figures**

1. Column C, Row 9 to 35 will be automatically calculated
2. You must add your funding level % to Column D, row 7.

**Example 1** – In your grant, the EU awarded you 70% of your total project costs. Your total project costs were 1,000,000.00 so your grant amount is 700,000.00.

When completing the IFS application, you must upload the grant paperwork which confirms you were awarded 700,000.00. You must insert 100% as the funding level within the finance summary section of your IFS application along with the figures populated by the cost conversion tool, in column H. This will ensure you receive the correct grant amount of 700,000.00 (the full amount of your grant entitlement from the EU).

**Example 2** – In your grant, you are awarded 100% of your total costs. Your total costs were 2,000,000.00 so your grant amount is 2,000,000.00

When completing the IFS application, you must upload the grant paperwork, which confirms you were awarded 2,000,000.00. You must insert 100% as the funding level within the finance summary section of your IFS application, along with the figures populated by the cost conversion tool, in column H. This will ensure you receive the correct grant amount of 2,000,000.00 (the full amount of your grant entitlement from the EU).

During the review process, the IFS team will compare the numbers inputted into the IFS finance summary with the cost conversion tool.

**49. The IFS conversion tool shows the old foreign exchange (FX) rate, how can I get this updated?**

When the grant agreement signature date is input in cell B3 of the IFS conversion tool, the exchange rate will automatically calculate the correct FX rate.

For grants signed by the commission up to the 31 December 2022, a maximum exchange rate of £1: €1.16354 will be accepted. For grant agreements signed by the commission from 1 January 2023 until December 2023 a maximum exchange rate of £1: €1.180720 will be accepted. For grant agreements signed by the Commission from the 1 January 2024 until 31 January 2024 a maximum exchange rate of **£1: €1.148787** will be accepted. For grants signed by the commission up to the 31 December 2025, a maximum exchange rate of **£1: €1.174684** will be accepted.

The calls hosted on IFS, who do not sign grant agreements, should input the date of their application to UKRI.

**50. What if our EU grant's start date comes before we can expect to receive funding from UKRI?**

The expected processing time through the IFS calls will be a maximum of 90 days. There is scope for this to be faster, but that will be the maximum. The processing team will do their best to prioritise those with sooner start dates, but this will be dependent on the volume of grants in total.

**51. My project includes more than one UK partner. Do we need to submit our details separately or as one application for funding?**

Please submit your details separately in IFS; each participant registered on the signed EU grant agreement as a separate Associated Partner will receive a separate grant from UKRI. UKRI will link multiple grants from the same EU grant together for monitoring purposes, i.e., the same Monitoring Officer will be assigned to look after all the UK components of the same EU project.

**52. What is the process to apply for Guarantee funding for successful applicants of Lump sum grants?**

UK Guarantee grants associated with projects funded by the EU under the lump sum model will still be funded by UKRI on a quarterly claims basis as standard. Upon receiving the application on IFS, the Horizon Review Team will request the full budget table document

that has been uploaded to the EU portal. Due to system restrictions, applicants will be requested to provide this document by email.

The Review Team will then support applicants in completing the application process and ensuring the cost breakdown is included in the project finance section.

**53. Are Co-funded European Partnerships within the scope of the Guarantee?**

Calls to form Co-funded European Partnerships covered within work programmes 2021, 2022, and 2023 are within the scope of the Guarantee. However, given the more complex nature of the grant agreement, please contact UKRI ([eugrantsfunding@ukri.org](mailto:eugrantsfunding@ukri.org)) letting us know the UK partners involved so that we can arrange a call to discuss the details. Please note that UK entities cannot hold or administer funding (see Question “Can cascaded funding, i.e., financial support to third parties through funding calls administered by an EU consortium, be funded through the Guarantee?”).

**54. Are calls run by Joint Undertakings within the scope of the Guarantee?**

Joint Undertakings calls covered within work programmes 2021, 2022, and 2023 and where UK entities are eligible to apply but cannot receive funding while the UK is not associated, are within the scope of the Guarantee.

**55. Are calls run by the European Partnership on Metrology within the scope of the Guarantee?**

The European Partnership on Metrology calls covered within work programmes 2021, 2022, and 2023 are within the scope of the Guarantee.

**56. How should I apply to the EDCTP3 call closing on 29 June 2023?**

Applicants to the EDCTP3 call closing on 29 June 2023 (HORIZON-JU-GH-EDCTP3-2023-01) are advised to apply as ‘Partners’ and not ‘Associated Partners’ in order to access the Guarantee.

**57. What will happen if a Guarantee funded UK partner is unable to complete their part of a multi-beneficiary project?**

In the event that a UK partner is unable to complete their part of a multi-beneficiary project, you can request to transfer the Guarantee funding to another UK institution who can complete the work. In exceptional cases where there are no alternative UK institutions capable of taking on the work, you should contact UKRI to determine whether certain tasks can be subcontracted to non-UK institutions.

**58. What information may be requested from applicants during the finance checks stage of the Project Set Up process on IFS?**

If the publicly available information is insufficient to complete necessary financial checks, we may then request additional details directly from applicants. This may include the following:

- Up-to-date Management Accounts.
- Redacted business bank statement showing the latest balance.

- Cashflow forecast for the duration of the project, including the project income and expenses, and your usual business financial activity.

Any queries in regards to finance checks, will be requested via the 'Queries raised' part of the Finance Checks section, during the Project Set Up stage on IFS.

**59. Can cascaded funding, i.e., financial support to third parties through funding calls administered by an EU consortium, be funded through the Guarantee?**

No, under the Horizon Europe rules Associated Partners may not hold or administer cascaded funding. Such funding, if originally included in the Horizon Europe application budget, must be transferred to a non-UK partner in the consortium before the Grant Agreement is finalised.

UK entities may be recipients of cascaded funding held by a Horizon Europe consortium depending on the exact call conditions. Therefore, such funding streams will also not be covered by the UK Guarantee.

**60. Are Independent Accountant's Reports (IAR) allowable costs and if so, which cost category should they be under?**

If you have budgeted for an audit already and it is included within your application, please enter the cost and audit invoice within "goods, works and services".

If additional IAR cost claims that have not been included as part of the application are necessary, the grant will be increased towards the end of the project. Any increase will be subject to a cap of 5% of the total grant value.

We will require the audit invoice as supporting documentation and confirmation on whether the applicants are VAT registered. We will enter this manually; please do not include the audit costs within your claim.

**61. Are cost category/budget shifts allowed and is a Project Change Request (PCR) required if so?**

Following award of the Grant Offer Letter, the cost category breakdown can be adjusted by transfers of amounts between cost categories and/or forms of costs as long as the action is implemented as described in Annex 1 (description of the action) of the Horizon Europe Grant Agreement other than as described below. Subject to the following exceptions below, no Project Change Request (PCR) is necessary for budget shifts.

A PCR will be required in the following circumstances:

- the cumulative total of all budget shifts during the period of the grant is more than 20% of the total grant funding
- any change to subcontracting



- all Grant Agreement Amendments that impact the UK partners' activities or costs, including but not limited to a change of scope or project duration

### **EIC Accelerator/Transitions/Pathfinder awards**

#### **62. Are EIC Accelerator and single applicant EIC Transition awards within scope for the Guarantee?**

Yes, eligible successful UK applicants to EIC Accelerator and EIC Transition calls covered within work programmes 2021, 2022, and 2023 are covered by the Horizon Europe Guarantee. If the awardee is unable to proceed with signing the grant agreement for their EIC award, proof of success in the EC evaluation process will need to be submitted to UKRI which will provide funding under the Guarantee.

NB. The specific call for the 2021 calls has now closed, but awardees who did not get to submit to this call can submit to the general Horizon Europe Guarantee IFS call instead.

#### **63. Are EIC Pathfinder awards and multi-beneficiary EIC Transition awards within scope for the Guarantee?**

Yes, funding for eligible UK applicants involved in eligible consortia successfully evaluated under EIC Pathfinder or EIC Transition calls covered within work programmes 2021, 2022, and 2023, who are unable to proceed with signing a grant agreement with the European Commission, is within scope for the Guarantee. The final signed grant agreement, listing the UK partner as an Associated Partner, will need to be submitted to UKRI, which will provide funding under the Guarantee to enable continued participation in the project.

NB. The specific call for the 2021 calls has now closed, but awardees who did not get to submit to this call can submit to the general Horizon Europe Guarantee IFS call instead.

### **EIT-KIC awards**

#### **64. I was unable to sign a grant agreement and/or receive funds for an approved EIT-KIC project during 2021 and have incurred costs 'at risk'. How quickly will I receive the Guarantee funding?**

The UKRI call to register your 2021 EIT-KIC project has now closed. Once your submission has been validated you will receive a payment of 50% of your claim upfront. You will be able to claim the remainder of the funding once you have completed financial reporting to your KIC and they have verified your incurred costs. You will need to submit this verification to UKRI alongside your claim to receive the balance.

#### **65. Does the Guarantee cover EIT-KIC activities where costs are incurred in 2022 or 2023?**

Eligible UK participants involved in EIT-KIC activities with costs being incurred in 2022 or have been approved for 2023 are covered by the Guarantee, provided that Third Country participation is allowed.

This covers the costs of EIT-eligible activities delivered by UK participants where these activities have been approved through usual EIT-KIC processes and the costs would

otherwise have been covered by grant funding awarded by EIT. For the 2022 costs of these activities, access to funding under the Guarantee opened in May 2022 and closed on 11 April 2023. For costs incurred in 2023, UKRI opened a separate call in July 2023, and you will be able to register your project. This part of the Guarantee will cover costs incurred in the calendar years 2022 and 2023 only.

**66. What supporting documents will I need to provide to UKRI when registering for funding under the Guarantee for EIT-KIC activities carried out in 2022 or 2023?**

You will need to submit the following supporting documents:

- **A letter from your KIC confirming the details of your project/activities.** A template letter that must be used for this purpose has been provided to each of the KICs by UKRI. Your KIC will fill in the template and give you a signed copy to submit when registering your project. (For information, you can see the 2023 [template letter](#) and you can download it if you need to share it with your KIC). It is recommended that you contact your KIC to confirm that they will provide this supporting letter before applying for EIT-KIC projects.
- **A 2022 or 2023 grant agreement between you and the KIC and/or an alternative proof of success.** Suitable alternative evidence could include an official letter or email from the KIC confirming that your project was approved through usual EIT-KIC processes.
- Guarantee grant funding cannot be used for ‘success fee’, share-transfer, or other equity conditions. This does not preclude Guarantee grant holders from entering into separate equity sharing arrangements with their KIC.

**67. I am participating in a multi-year EIT-KIC project, how will Guarantee funding be administered?**

In line with EIT-KIC processes, the Guarantee covers costs by calendar year. The UKRI call for EIT-KIC projects where costs were incurred during 2021 closed in April 2022. The UKRI call for EIT-KIC projects where costs were incurred during 2022 closed in April 2023. For costs incurred in 2023, UKRI opened a separate call in July 2023, and you will be able to register your project.

**68. I received ‘exceptional status’ from EIT for my participation in an EIT-KIC project. Do I need to claim anything under the Guarantee?**

No, the Guarantee only covers projects that have not been able to receive funding from the EU. You should continue with your project as normal and receive funds from EIT.

**69. Are operational costs for running an EIT-KIC Co-Location Centre (or equivalent) eligible for funding under the Guarantee?**

The Guarantee covers funding for UK partners carrying out activities that have been successfully approved by EIT-KICs and which meet the eligibility criteria set out in the guidance. Operational costs for running an EIT-KIC Co-Location Centre or regional office based in the UK are not covered by the Guarantee.

## Specific questions for calls hosted on Joint Electronic System (Je-S) and the UKRI Funding Service

### 70. Why are ERC and MSCA Guarantee grants moving from Joint Electronic System (Je-S) to the UKRI Funding Service?

The move from Je-S to the UKRI Funding Service is part of an organisational wide transition which is being led by UKRI's Simpler and Better Funding (SBF) programme. This change only affects ERC and MSCA grant types. All non-ERC and non-MSCA grant types currently hosted on the Innovation Funding Service (IFS) will continue to be hosted on IFS.

The programme is creating a funding service that is easy to use and supports everyone involved in research funding.

The goal is to operate a single, consistent user-centred service that:

- reduces the burden of finding, applying for and managing research funding
- gives UKRI evidence to support funding the best ideas
- can respond and adapt easily to change

The SBF programme is delivering a funding service based on a new digital platform, underpinned by improved policies, processes and support. These changes will make it easier for researchers and innovators to collaborate, obtain guidance, and submit applications in a joined-up way.

All research councils are transitioning from the Je-S system to the UKRI Funding Service. This means that all applicants, grant holders, research support staff, reviewers and panel members must start using the new UKRI Funding Service.

Find out more [about the SBF programme and the new Funding Service](#), which includes details on how to create an account as an applicant, and how organisations can set up administrative account to support and manage applications.

For more information on ways the application experience is changing, see [how applicants use the UKRI Funding Service](#).

### 71. Why are the grant administered through Je-S being hosted by the Engineering and Physical Sciences Research Council (EPSRC)?

Due to system constraints, EPSRC will be formally hosting these awards on behalf of UKRI on Je-S. EPSRC will not be involved in the processing of the awards and any queries should be directed to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) and not to EPSRC.

### 72. What terms and conditions will be attached to my ERC or MSCA Guarantee grant?

The [UKRI research grant terms and conditions](#) will be attached to these grants, with a small number of additional conditions, which will be listed in the specific call guidance documents on the [UKRI Guarantee website](#). While not terms and conditions, the policies outlined within

this guidance document form the expectations UKRI place on award holders and may be used in determining if awards have been appropriately managed and costs are eligible.

### 73. What will my MSCA/ERC Guarantee grant be referred to as?

The Guarantee will use the scheme and call names given in the following table. For the purposes of applying for UK visas, the Je-S scheme names will be included on the list of approved schemes for the Global Talent Visa, where appropriate.

Call	Je-S Scheme Name	Je-S Call Name	UKRI Funding Service Call/ Opportunity Name
<b>ERC Starting Grant</b>	UKRI Frontier Research Guarantee	Horizon Europe Guarantee ERC Starting Grants 2021/ 2022/ 2023 (invite only)	HEu Guarantee: ERC Starting Grants 2023
<b>ERC Consolidator Grant</b>		Horizon Europe Guarantee ERC Consolidator Grants 2021/ 2022/ 2023 (invite only)	HEu Guarantee: ERC Consolidator Grants 2023
<b>ERC Advanced Grant</b>		Horizon Europe Guarantee ERC Advanced Grants 2021/ 2022/ 2023 (invite only)	HEu Guarantee: ERC Advanced Grants 2023
<b>MSCA Postdoctoral Fellowships (PF)</b>	UKRI Postdoctoral Fellowships Guarantee	Horizon Europe Guarantee MSCA Postdoctoral Fellowships 2021/ 2022/ 2023 (invite only)	HEu Guarantee: MSCA Postdoctoral Fellowships 2023
<b>ERC Proof of Concept</b>	ERC and MSCA Other Guarantee Calls	Horizon Europe Guarantee ERC Proof of Concept Grants 2022/ 2023 (invite only)	N/A – due to close soon and not being reopened in UKRI Funding Service
<b>MSCA Citizens</b>		Horizon Europe Guarantee MSCA Citizens Grants 2021/ 2023 (invite only)	HEu Guarantee: MSCA Citizens Grants 2023
<b>MSCA Staff Exchanges</b>		Horizon Europe Guarantee MSCA Staff Exchanges 2021/ 2022/ 2023 (invite only)	HEu Guarantee: MSCA Staff Exchanges 2022 HEu Guarantee: MSCA Staff Exchanges 2023
<b>MSCA COFUND</b>		Horizon Europe Guarantee MSCA COFUND 2021/ 2022/ 2023 (invite only)	HEu Guarantee: MSCA COFUND 2022 HEu Guarantee: MSCA COFUND 2023
<b>MSCA Researchers at Risk</b>		Horizon Europe Guarantee MSCA Researchers at Risk 2021 (invite only)	N/A

<b>ERC Synergy</b>		Horizon Europe Guarantee ERC Synergy Grants 2022/ 2023 (invite only)	HEu Guarantee: ERC Synergy Grants 2023
<b>MSCA Doctoral Networks (DN)</b>		Horizon Europe Guarantee MSCA Doctoral Networks 2021/ 2022/ 2023 (invite only)	HEu Guarantee: MSCA Doctoral Networks 2023

#### 74. What start date will I be able to enter onto Je-S?

You will be required to enter a future date into the start date section on Je-S initially. However, you will be able to confirm the actual start date you want to be covered from when you have accepted the offer in Je-S and submit the start confirmation document.

We have added a call condition to the Je-S Guarantee calls to enable this:  
*‘Notwithstanding RGC 5.2 (in the standard UKRI research grant T&Cs), the start date of the Grant may precede the start date shown in the Offer Letter and can also be earlier than the issue date of the Offer Letter itself.’*

This call condition is included in the Grant Offer Letter.

#### 75. What start date will I be able to enter into UKRI Funding Service?

System constraints will require you to submit a future start date at time of submission. Please note that the duration of the grant does need to match what was in your original proposal.

The timing of payments will follow UKRI's standard quarterly pay runs for research grants. You are asked to consider this when deciding the start date of your Guarantee grant, which does not need to match the start date in the original proposal.

#### 76. What is the latest start date I can submit?

The MSCA Postdoctoral fellowships will follow MSCA standard practice with 1 September 2024 is the latest start date for the 2022 call and 1 September 2025 being the latest start date for the 2023 call.

For all other ERC or MSCA grant types, we expect the grant to start within 1 year of the calls opening in Je-S or the UKRI Funding Service. If your desired start date is beyond this, please provide us with further information on the start date you want to propose and the reason why via email to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) and we will consider these on a case-by-case basis.

#### 77. How do I submit the start confirmation document in Je-S?

After your research development manager or officer accepts the award through Je-S, they will be sent a start confirmation document with the start date of your project.

They must submit this through Je-S within 42 days of the date your project started. Any kind of eligible grant expenditure may be used to trigger the submission of the start confirmation.

More [information can be found in the start confirmation of the Je-S help text](#).

#### **78. How do I confirm the grant starting in the UKRI Funding Service?**

To start your award, go to the award overview page and select Start Award. This will take you to the start confirmation form. The start confirmation will need to be submitted within 42 days of the date your project started. Any kind of eligible grant expenditure may be used to trigger the submission of the start confirmation.

You will be able to see further guidance across the top of the page with information about starting awards. You can enter the start date which can be either a date from the past or the day you're completing the form. It cannot be a date in the future.

Once you've completed the form with the required information, you can start your award.

#### **79. At what point can costs start to be incurred from?**

We recommend that you wait until you receive the Grant Offer Letter before you start incurring costs against the grant, and if costs are incurred before this point, for example paying a deposit on a piece of equipment, it is at your own risk. Once the Grant Offer Letter has been received this is covered by our standard terms and conditions:

*RGC 4.3 Expenditure may be incurred and subsequently charged to the Grant from either the start date of the Grant or the date that the Offer Letter was issued on, whichever is earlier.*

#### **80. Can the Principal Investigator's (PI) (Project Lead in TFS) or fellow's (Project co-Lead in TFS) time commitment be changed on an ERC or MSCA Guarantee grant?**

The PI or fellow's time commitment can be changed on an ERC or MSCA grant subject to the following conditions:

- An increase in PI or fellow commitment on the project, or in multiple projects, cannot exceed an FTE of 100%
- The total award amount will not be increased if a PI or fellow wishes to increase their time commitment.
- A reduction in PI or fellow commitment cannot undermine the research project, including the delivery of the research or guidance and supervision responsibilities for team members.
- PI or fellow time commitment cannot be reduced below the minimum % for each grant type, as specified in the relevant ERC or MSCA Work Programme.

- Any reduction in PI or fellow time commitment and/or FTE % must not negatively impact the project, nor reduce the PI or fellow's ability to provide essential supervision, guidance, and other support to researchers and staff employed to work on the project.
- The eligible PI or fellow costs will be reduced commensurate to the reduction in time commitment for Guarantee grants.
- An adequate record is kept for the host organisation's internal auditing procedures. This may be in the form of timesheets, daily records or monthly declarations, as appropriate, to ensure a sufficient audit trail is maintained.

An email statement must be provided by the PI or fellow and sent to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) stating the intended time change in terms of FTE (e.g., 80% FTE reduced to 50% FTE) and acknowledging the relevant points above. We will then review and approve the request on a case-by-case basis.

#### **81. Can I hold my ERC or MSCA Guarantee grant alongside another type of grant issued from another funder?**

A PI or fellow can hold the ERC or MSCA Guarantee grant alongside a grant issued from another research organisation, subject to a few conditions:

- The PI or fellow cannot receive funding from more than one grant to support work on the same, or a substantially similar, project, without prior written approval from UKRI. Grant holders are responsible for ensuring that there is no duplication of funds, and adequate records must be kept to allow for a funding assurance audit if requested.
- Where more than one funding source is involved in the project, UKRI must be fully informed, and must receive full acknowledgement for all research supported by the Guarantee, in accordance with your grant agreement.
- The PI or fellow's overall time commitment cannot exceed the maximum of 100% FTE.
- If the PI or fellow's time commitment needs to be reduced, this cannot undermine the research project, including the delivery of the research or guidance and supervision responsibilities for team members. The eligible PI or fellow costs will be reduced commensurate to the reduction in time commitment for Guarantee grants.
- The total award amount will not be increased if a PI or fellow wishes to increase their time commitment.

An email statement must be provided by the PI or fellow and sent to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) acknowledging the relevant points above. We will then review and approve the request on a case-by-case basis.

## 82. What documentation do I need when applying for the Global Talent Visa?

The grant offer letter from UKRI contains sufficient information for Global Talent visa applications and approvals.

Please note that bespoke letters from UKRI naming the researchers are not required for the visa application.

For further guidance on how to get a Global Talent visa please see '[Getting a Global Talent visa to do research in the UK](#)'. For further guidance on your Global Talent visa application please view more at '[Work in the UK as a researcher or academic leader \(Global Talent visa\)](#)'.

If you have further queries about the Global Talent visa, please email [globaltalentvisa@ukri.org](mailto:globaltalentvisa@ukri.org)

## 83. Do I have to wait for my grant offer letter to apply for my Global Talent visa for my ERC or MSCA project?

No, the endorsing bodies have agreed that the written confirmation of an MSCA/ERC grant required to apply for the Global Talent visa can be the same documents that you submit to the UKRI Guarantee, allowing you to apply for your Global Talent visa before you receive your UKRI award letter. The advice is:

*“ If you have received your successful results in all eligible ERC/ MSCA Guaranteed calls, but don't have a Grant Agreement because you are submitting your grant details to UKRI in order to receive funding through the Horizon Europe Guarantee, then you can submit the following documents with your Global Talent visa endorsement application: either a) a copy of the European Research Executive Agency GAP invitation letter and a copy of the grant proposal (which contains the individual researcher's name); or b) a copy of your UKRI Guarantee Grant Offer Letter or UKRI Grant Agreement.”*

## 84. What do I need to do if I need to make changes to my grant once it becomes active on Je-S or the UKRI Funding Service?

For any changes to the Guarantee grants once it has become active on Je-S we will be following UKRI's normal process for requesting changes. More detailed information can be found on the [requesting a change](#) page of the UKRI website and the Je-S help text relating to [grant maintenance requests](#).

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**



We do not need to be consulted on detailed changes of the programme of research/training or planned outputs.

### **85. Under what circumstances can I request a no-cost extension for my Guarantee ERC or MSCA grant?**

In accordance with the standard UKRI policy, it is possible to request a no-cost extension of up to 12 months for the following reasons:

- i. Staff reasons (a break/delay in appointing suitable staff, parental leave, extended jury service, a change in working patterns)
- ii. Unexpected delays not related to staff (e.g. equipment failure, problems with access to facilities, research environment issues)

We will only permit no-cost extensions for longer than 12 months under exceptional circumstances, with requests considered on a case-by-case basis. If you are seeking a no-cost extension for a reason not covered above, please contact us with details of your request at [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org).

Please note, extensions will not normally be permitted for reasons including, but not limited to:

- use unspent funds on supplementary work not specified in the original grant as awarded
- allow additional papers to be completed and submitted to conferences/journals
- bridge employment of key staff- keeping them employed until a new (unrelated) grant starts which will employ them
- allow invoices to be received while the grant is live (invoices for spend occurring during the grant duration can be received in the three-month period between the end date of the grant and the final expenditure statement due date)
- allow attendance at additional conferences unless a case is made outlining the enhanced impact this would create
- enabling linked projects to finish together.

### **86. If I need to reallocate the budget under different cost headings, can I do this without requiring a formal amendment to the Guarantee grant?**

Yes, the ERC Guarantee grants have an additional call condition, reproduced below, which allows for free virement across cost headings for costs which have been through the ERC's assessment process. We will not be providing a higher amount of funding than what was originally assessed by the ERC. However, the funds can be moved across categories to meet the needs of the project:

*Virement of costs*

*The costs on this grant may be vired between any fund headings as required for the delivery of the research.*

Similarly, for the MSCA Guarantee grants we will not need to be notified of any reallocation of funds across headings within the total funding envelope provided for costs that have been through the European Commission's assessment process. If any eligible additional funding is required, more details can be found below on how to request this.

Note that free virement is only allowed for purposes which are in the original grant proposal and have already been assessed. On virement or repurposing of funds for purposes not covered in the original application, please see the ERC and MSCA sections below.

### **87. Can I repurpose or vire funding on an ERC Guarantee grant to pay for something not in the original budget?**

Under certain circumstances, it may be possible to repurpose funds within a cost heading or vire funds between cost headings to pay for equipment, personnel, subcontracting, or other costs which were not included in the original European Commission (EC) proposal.

If you wish to repurpose funds or vire funds for a purpose that has not already undergone EC evaluation, you **must** provide us with a letter of support from the PI/ Project Lead (via email to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org)) which addresses the following points:

- i. Provides an explanation, intelligible to non-specialists, about the nature and purpose of the new cost and the benefit it will provide to the project;
- ii. Outlines the circumstances which led to the funding becoming available;
- iii. Affirms and explains how the new purpose fulfils the relevant EC cost eligibility rules, both general (i.e., is 'connected to the action and necessary for its implementation', and is 'reasonable, justified, and in line with principles of sound financial management') and specific (see the relevant cost eligibility conditions on the [Annotated Model Grant Agreement](#))

All decisions will be made on a case-by-case basis using information provided in the PI's letter of support.

### **88. Can Guarantee funding be used as a partial contribution towards a new equipment cost?**

Any such request would be decided on a case-by-case basis and would have to adhere to the guidance on repurposing funds within a cost heading during the course of a Guarantee-funded project.

In general, if Guarantee funding is used to make a partial contribution to the overall cost of new equipment, we would expect that the Guarantee project would benefit from instrument time proportional to the contribution. For example, if the Guarantee grant contributes 60%

of the equipment cost, then the Guarantee project would be allocated at minimum 60% instrument over the duration of the grant.

#### **89. What level of post-award reporting will be expected on Researchfish?**

Guarantee grant holders hosted via Je-S or the UKRI Funding Service will be expected to report general research outcomes through Researchfish. UKRI's general guidance on [reporting outcomes](#) on Researchfish can be found online. However, we have issued more [detailed Guarantee specific guidance](#) on our website.

There is specific guidance on reporting for grants in a multiple-grant project for those that have applied through Je-S with a lead and non-lead proposal which can be found in the [Guarantee Researchfish guidance](#).

Please note, although the grants are being hosted by EPSRC on the Je-S system, there will be no Council-specific rules or questions asked in the reporting for the Guarantee grants.

#### **90. How do I know if I will need to complete ResearchFish in the 2024 submission period?**

The UKRI Research Outcomes submission period was open 5 February to 14 March 2024. It was dependent on the start date of your award as to whether you needed to complete this, as it was only applicable to grants that were active for a year or more. If your grant started before 14 March 2023, then you should have completed the 2024 submission.

#### **91. How can I get support with using the ResearchFish system?**

You can find guidance including how to log into and use Researchfish on the [ResearchFish website](#). If you are experiencing any issues using the system, please contact the Researchfish support team by email at [support@researchfish.com](mailto:support@researchfish.com) or online via their [live chat service](#) (available 9am – 5pm Monday to Friday).

#### **92. What happens if Researchfish isn't completed within the submission period?**

UKRI's standard processes will apply to ERC and MSCA Guarantee grants. Researchfish reporting is only applicable to grants that have been live for more than a year from 14 March 2023. More information on the consequences of not reporting can be found on the '[if you do not or cannot report](#)' part of the UKRI website. If you are unsure whether you should have completed Researchfish for the 2024 submission period, please email [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org).

#### **93. What reporting will I have to do if my Guarantee grant is part of a Horizon Europe consortium?**

Along with the Researchfish submission as outlined above, UKRI expects UK Guarantee grant holders to provide reports to the project coordinator as expected within the consortium.

#### **94. When will the calls hosted on Je-S or the UKRI Funding Service close?**

The ERC and MSCA Guarantee calls hosted through Je-S and the UKRI Funding Service will close approximately 1 year after they have been opened. UKRI reserves the right to close any of the Guarantee calls earlier than this, but it will be communicated in advance through the guidance pages.

#### **95. Why is an additional letter required stating withdrawal from REA/ ERCEA's grant agreement preparation processes?**

The Guarantee calls will usually open around the point that the results have been announced by the European Commission. With both UKRI and the European Commission having rules against double funding, for the monobeneficiary grants, UKRI requires an additional letter from the host research organisation to confirm that the grant has been withdrawn from the grant agreement preparation process. Alternatively, awardees can wait until the grant agreement signature deadline has passed and therefore the offer is withdrawn automatically.

An additional supporting attachment will need to be submitted to UKRI through the Je-S or the UKRI Funding Service submission. The letter will need to be a PDF on headed paper from a senior representative within the host institution (someone capable of speaking on behalf of the host institution) stating the following:

- Names of the Principal Investigator and project title
- Confirmation that the original proposal will be withdrawn from the European Commission's grant preparation process

#### **96. What happens when ERC and MSCA Guarantee grants finish?**

UKRI's standard processes will apply. More detail can be found on the '[reporting your project's spending](#)' section on the UKRI website. Please note, that the ERC and MSCA Guarantee grants do not need to submit interim expenditure reports. We would expect the Final Expenditure Statement (FES) to report what was spent on the grant once it has finished and to be submitted within 3 months of the grant coming to an end. Any underspend between what was awarded in the offer letter and spends reported in the FES will be recovered by UKRI.

#### **97. How should the Final Expenditure Statement (FES) be completed for MSCA and ERC Guarantee grants administered through Je-S?**

The [Final Expenditure Statement](#) is based on the actual costs that have been spent on the grant, for both ERC and MSCA.

As the funding headings have been simplified for all Guarantee calls, please ensure the total amount of costs incurred is accurate and sits under the closest possible available fund heading using the guidance below.

For **ERC PoC, ERC Synergy and MSCA** Guarantee grants:

*Enter all incurred costs under the '**Other Directly Incurred costs**' heading.*

For MSCA Guarantee grants which follow the EC's unit contributions model, it is necessary that recruited researchers receive 100% of the eligible researcher allowances throughout the lifetime of the grant, in accordance with the [MSCA Financial Guide](#). For the purposes of the FES, institutions are expected to follow the EC person-months costing methodology to calculate spend on **researcher contributions** (living, mobility, family, long-term leave and/or disability allowances). However, final spend on **institutional contributions** (research, training, and networking; management and indirect costs) should be calculated on an actual costs basis according to your organisation's usual practices (e.g. TRAC).

For **ERC Starting/ Consolidator/ Advanced** Guarantee grants:

*Enter all incurred costs under the most appropriate heading of the following:*

**Staff** (directly incurred)

**Project Student** (exceptions - Staff)

**Travel and Subsistence**

**Other Directly Incurred costs**

**Indirect costs**

**There will be a similar process for this in the UKRI funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

#### **98. How does the process for UK-UK transfers work if there have been costs incurred on the Guarantee grant?**

UKRI's standard processes will apply for the Guarantee grants hosted on Je-S or the UKRI Funding Service.

Once the transfer request has been approved by UKRI, the timings of the transfer will be subject to the quarterly payment schedule. Any future payments to the original host will be cancelled and a Transfer Expenditure Statement (TES) will be issued.

The original host organisation will have 3 months to submit this back to UKRI. Until the TES is sent back to UKRI the transfer cannot be progressed and payments will be suspended. It is recommended that both research organisations should agree on a TES submission date to ensure the smooth transfer of the grant.

The TES should be treated as a [Final Expenditure Statement](#) and based on the actual costs that have been spent on the grant, for both ERC and MSCA. UKRI would expect the actual costs spent on the grant to align with the person months allocation for MSCA projects.

As the funding headings have been simplified for all Guarantee calls, please ensure the total amount of costs incurred is accurate and sits under the closest possible available fund heading using the guidance below.

For **ERC PoC, ERC Synergy and MSCA** Guarantee grants:

Enter all incurred costs under the '**Other Directly Incurred costs**' heading.  
For **ERC Starting/ Consolidator/ Advanced** Guarantee grants:

Enter all incurred costs under the most appropriate heading of the following:

**Staff** (directly incurred)  
**Project Student** (exceptions - Staff)  
**Travel and Subsistence**  
**Other Directly Incurred costs**  
**Indirect costs**

Once the TES has been reviewed and accepted, the grant transfer response will be sent to the new host organisation to accept. Once this has been accepted, any remaining funds and duration of the grant will be issued to the new host organisation.

Please refer to the [grants maintenance transfer response](#) section of the Je-S handbook for how to complete this in Je-S.

**There will be a similar process for this in the UKRI funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

## European Research Council (ERC) awards

### 99. Are ERC grants within the scope of the Guarantee?

Yes, the Guarantee will provide funding for all eligible successful awardees of ERC Calls covered within work programmes 2021, 2022, and 2023. This Guarantee will allow awardees to receive the full value of their funding and continue their research in the UK. Awardees do not need to move abroad to an EU Member State or to an Associated Country to Horizon Europe to access this funding.

### 100. Will my ERC Guarantee grant be portable into the UK?

Grants funded through the UK Guarantee will be portable within the UK according to UKRI standard terms and conditions. Awardees of ERC Starting, Consolidator and Advanced grants through calls covered within work programmes 2021, 2022, and 2023 who applied to be hosted outside the UK may move their project to the UK and be funded through the Guarantee, subject to two conditions:

- i. They have not signed an ERC grant agreement to be hosted elsewhere.
- ii. They can demonstrate through submission of a host institution letter that a UK research organisation is prepared to host them for the lifetime of the grant.

If you are the Principal Investigator of an ERC Starting, Consolidator or Advanced grant from a call covered by the UKRI Horizon Guarantee and wish to move your grant to a UK-based Host Institution **after** you have signed the ERC grant agreement you may do so, regardless of the start date, as long as the following conditions are met:

- i. No direct costs have been incurred under the ERC grant, i.e., the project has technically started but there has been no project spend
- ii. The ERC grant must be terminated before you apply to UKRI for Guarantee funding.

- iii. Formal notification from the EC granting authority (e.g., ERCEA) that confirms this termination must be included with your UKRI Guarantee application alongside an up-to-date letter of commitment from a UK-based Host Institution with your submission on the UKRI Funding Service.

Recognising that attracting talent to the UK is a priority, if costs have already been incurred on the ERC grant it may be possible to move the grant to the UK under exceptional circumstances. These will be reviewed on a case-by-case bases and applicants should seek approval from UKRI before applying or terminating their ERC grant, as further information will be required. In addition to the conditions above, UKRI will send a template to complete which will require details such as:

- The costs already incurred.
- The remaining grant value to be awarded.
- A supporting statement justifying the move.

Applicants who have applied to be hosted outside the UK and wish to move their project to a UK institution are advised to contact us at [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) before applying.

In your application, you will need to complete some details about the project for administrative purposes only. The information submitted will not be reassessed by peer reviewers for scientific merit. Organisational validation and due diligence checks will be carried out in line with UKRI business as usual processes.

#### **101. What documentation will I need to provide to UKRI to access funding for my successful ERC Starting/Consolidator/Advanced/Proof of Concept grant?**

A few documents will be required to apply for funding. You will need to submit PDF copies of:

- The original ERC proposal (including Part A, the application form and Part B, the research proposal)
- The host organisation letter of support
- Confirmation that the proposal was successful (for example, Invitation to begin Grant Agreement Preparation or 'GAP')
- The evaluation summary report (also known as 'Step 2 Evaluation Report')
- A completed cost conversion tool (a template for specific calls will be available to download on the UKRI website once the calls have opened on Je-S or the UKRI Funding Service)

The UKRI Funding Service submission process has been made as short as possible to complete, requiring you to complete some details about the project for administrative purposes only. The information submitted will not be reassessed by peer reviewers for scientific merit. Organisational validation and due diligence checks will be carried out in line with UKRI business as usual processes.

Applicants who have applied to be hosted outside the UK and wish to move their project to a UK institution need to ensure their submission includes:

- A letter of support from the new UK-based host organisation, in addition to the original host organisation letter of support
- Confirmation a grant agreement has not been signed with a host institution in the EU and that the ERC grant preparation will be terminated

If you wish to proceed with the UK Guarantee process before the ERC have formally withdrawn their offer and the deadline for your grant signature has passed, then you will need to confirm that you will not be continuing the grant agreement preparation process with the ERC. An additional supporting attachment will need to be submitted to UKRI.

The letter will need to be a PDF on headed paper from a senior representative within the host institution (someone capable of speaking on behalf of the host institution) stating the following:

- Names of the Principal Investigator and project title
- Confirmation that the original ERC grant will be withdrawn from the ERC grant preparation process

**102. Will UKRI still require the additional letter confirming the ERC GAP process has been terminated after we've associated to Horizon Europe?**

Yes, UKRI will still require this document for any eligible Guarantee calls in the 2023 work programme, as it's a call that isn't covered by the association deal and therefore there is still the possibility that the ERC grant could be taken up in an eligible EU country. UKRI will need confirmation that a grant agreement has not been signed with a host institution in the EU and that the ERC grant preparation will be terminated.

**103. Will PhD studentships applied for on my original ERC proposal be covered by the Guarantee?**

Yes, PhD students will be covered by the Guarantee. If funded on the UKRI studentship model, rather than as a salaried Research Assistant, the minimum stipend paid must match or exceed the UKRI minimum stipend. Please see: [Get a studentship to fund your doctorate – UKRI](#) for more details

**104. Will overseas team members be covered by the Guarantee?**

Yes, all costs originally planned in the ERC application associated with overseas team members may be covered by the Guarantee, including but not limited to personnel costs, and subcontracting as well as other direct costs such as travel, subsistence, equipment, and consumables. UKRI Guarantee funding will be distributed from UKRI to the Host Institution and then sent onwards to other organisations involved in the project.

**105. I applied for the additional funding, which was approved by the ERC. Will this be covered by the Guarantee?**

Yes, the total funding approved by the ERC will be paid through UKRI's Guarantee process. The additional funding will be wrapped into the overall award and paid on the same profiled schedule as the rest of the grant.



### **106. What do I need to do if I want to move my UK based ERC Guarantee grant to another UK based organisation?**

This will depend on if your grant has already been submitted to UKRI via Je-S or the UKRI Funding Service.

If you have not submitted your details, you can provide an extra letter of support from the new host institution as an additional attachment to the grant in Je-S or UKRI Funding Service. This will need to explain the rationale for the move and that the new host will provide the necessary environment, facilities, and support to ensure the project can successfully proceed. This will need to be a PDF on headed paper from a senior representative within the host institution (someone capable of speaking on behalf of the host institution).

If you have accepted your offer in Je-S, but the grant is not yet active, you will need to email [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) with the additional letter as outlined above. We will then be able to retract and reissue the offer in the name of the new host organisation in the system.

If your grant is already active in Je-S, you will need to raise a grant transfer request through Je-S. Additional supporting documents should be uploaded with the request as noted above. The request should be submitted by the original host organisation in Je-S and a grant transfer response will be sent to the new host organisation to accept. Please refer to the section of the Je-S handbook for how to do this.

Please note only one attachment may be added to grant maintenance requests; if more than one document is required, please insert all supporting documents into a single PDF attachment.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

### **107. How is maternity, paternity, adoption and parental leave covered for ERC Guarantee grants?**

UKRI's standard policies will apply. More details can be found in the links below:

- [UK Research and Innovation FEC grants: standard terms and conditions of grant](#), RGC 8.3 Maternity, Paternity, Adoption and Parental Leave (p13):
- [UK Research and Innovation FEC grants: standard terms and conditions of grant guidance](#), RGC 8.3 Maternity, Paternity, Adoption and Parental Leave (p10-11)

The grant itself can either be suspended through a [suspension grant maintenance request](#) on Je-S if there are no costs to be charged on it until it's live again. If there will be staff still working on the grant or costs incurred during the Principal Investigator's leave, then a no cost extension can be used to cover this time period. No cost extensions of up to 12 months can be requested as standard under UKRI policy, so you won't need any pre-approval from

us for requesting this. You will need to let us know towards the end of your grant via a Je-S grant maintenance extension request and more information on how to do this can be found in the [Je-S help text](#).

**There will be a similar process to make this request in the UKRI funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

#### **108. Do Principal Investigators (PIs) need to complete timesheets?**

For Guarantee ERC grants, host organisations are expected to follow the usual ERC policy on timekeeping. As such, for all persons who work for the action, our expectation is that beneficiaries will provide us with either:

- i. A signed monthly declaration on day-equivalents worked for the action, OR
- ii. Timesheets recording all time spent working on the action. These may be formatted accorded to the host organisation's internal auditing procedures.

UKRI's normal funding assurance processes will be followed; as such, host organisations are expected to maintain records to allow for an audit if required. More information can be found on UKRI's [funding assurance programme](#) pages.

#### **109. Can I hold my ERC Guarantee grant funded by UKRI alongside an ERC grant funded by the ERC under Horizon Europe?**

If applying to a call for the 2024 ERC grants run by the European Research Council, you will be able to hold both a Guarantee ERC grant and an ERC grant if successful. PI's will need to adhere to the ERC's proposal eligibility criteria, time commitment requirements and resubmission policies depending on the type of ERC grant they are going to apply to. Grant holders will need to adhere to both UKRI's research conditions and the European Commission's grant agreement conditions.

To apply for an ERC Proof of Concept (PoC) grant from the 2024 work programme onwards, only those that have an ERC grant funded directly by the European Commission are eligible to apply.

#### **110. Where can I find more information relating to ERC Guarantee grants and the Horizon Europe association deal?**

More details can be found on the UKRI website, on the [UK association to Horizon Europe and the UK Horizon Europe Guarantee pages](#).

#### **111. What do I do if I've been successful in the 2023 ERC Synergy call, but the consortium is no longer eligible due to the UK's association deal not coming into effect until the 2024 work programme?**

ERC Synergy grants require a group of 2-4 PIs to apply, where only one of the PI's can be hosted in an institution outside of the EU or Associated Countries. Should your consortium

be deemed eligible by the European Research Council, then the UK-based PI would be able to apply for funding under the Guarantee.

Please get in contact with us via [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) with the details of your project (including proposed start dates and the amount of funding sought under the Guarantee), consortium composition and any other relevant details if this applies to you.

#### **112. How will equipment be reimbursed for ERC grants funded under the Horizon Europe Guarantee?**

The total cost of any eligible equipment bought will be covered by the Guarantee in line with other payments made quarterly in arrears.

#### **113. What travel and subsistence policy should be followed for ERC grants funded under the Horizon Europe Guarantee?**

As standard we expect the [normal UKRI policy](#) to be followed for all travel and subsistence (T&S) costs. As such, your organisation's standard policy on T&S costs needs to be followed in the first instance.

If there is a required cost which wouldn't normally be covered by the standard policy, please submit the details to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) and your request will be assessed. If the request is justifiable and deemed acceptable, then you will need to go through your organisation's internal process of consideration for exceptional circumstances.

All travel claims should evidence value for money alongside environmental impact, welfare and business need. Consequently, these should only include travel by standard class by train and economy class by air. Exceptions to this would be permitted where there is a justifiable health and wellbeing need and approved by the research organisation prior to purchase and evidence of this should be available. Consideration to the environmental impact of travel should be in line with the institutional policy.

#### **114. Are sabbaticals permitted on ERC grants funded under the Horizon Europe Guarantee?**

Yes, subject to a few conditions about the ERC's minimum % of working time commitments on the grant, which UKRI would expect to follow the ERC's policy, unless agreed on a case-by-case basis with UKRI's approval.

If the minimum ERC PI time commitment on the Guarantee grant can be met, the sabbatical is permitted with UKRI's approval.

If the minimum ERC PI time commitment cannot be met and there aren't any other staff that will be working on the Guarantee grant during the proposed period of leave, the grant can be suspended for up to 12 months and resumed once the PI is able to meet minimum time commitments again. Whilst the grant is suspended, costs will not be able to be charged to the grant.

If a sabbatical needs to be requested, please send answers to the below questions directly to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) so that your case can be assessed:

- What are the PI's plans for the sabbatical?
- What % of the PI's working time do they want to work on the grant whilst on sabbatical?
- What was the PI's % of working time committed in the original ERC proposal?
- Does the PI anticipate having any PhDs/ PDRAs/ technicians/ other staff working on the grant whilst they plan to be on sabbatical?
- What is the number of months the PI plans to be on sabbatical?
- What plans are in place to ensure the proposed sabbatical does not have a detrimental impact on the project and/or any research staff?

UKRI will consider requests for up to 12 months. If you require longer than this, it will only be considered in exceptional circumstances.

**115. As an ERC Guarantee grant holder, can I join the Association of ERC Grantees (AERG)?**

Yes, UK based ERC Guarantee grant holders are entitled to join the [AERG](#). The associated costs for membership can be charged to the Guarantee grant.

**116. As an ERC Guarantee grant holder, can I use ERC branding?**

UK based ERC Guarantee grant holders are entitled to refer to their project as 'selected by the ERC, funded by UKRI' and can use the ERC logo and branding.

UKRI funding must also be acknowledged and included where appropriate. For more information on funding acknowledgement, please see [UKRI's guidelines and download the logos](#).

**117. Are visa fees an eligible cost on Guarantee ERC grants?**

Visa fees can be claimed from the grant where directly incurred staff spend at least 50% of their working time on the project for an ERC grant funded under the Guarantee scheme.

This includes all visa costs, including Immigration Health Surcharge (IHS) and Certificates of Sponsorship, incurred must be a direct result of the person being employed on the grant for 50% or more of their contracted time and is not extended to family members.

All costs must be met within the original grant cash limit.

**118. What process should be followed for Disabled Students' Allowance (DSA) claims for ERC Guarantee grants?**

Horizon Europe Guarantee-funded grants follow UKRI's harmonised process for DSA. This means that research organisations can claim back eligible costs at the end of the preceding academic year by submitting a completed DSA claim form by 31 October each year. At the end of the academic year a separate claim form for each eligible student should be submitted as an attachment via Je-S Grant Maintenance. The research organisation will be notified of the outcome of the claim, and the payment will be included in the next scheduled grant payment as an additional funding stream to the specified grant.

DSA funds will be paid to the research organisation and it will be the responsibility of the research organisation to have systems in place for reimbursement of these funds either to disability services or to the student, as appropriate. Please see full details of the DSA framework at: [Disabled Students' Allowance \(DSA\) framework – UKRI](#). The DSA claim form and guidance can be accessed via the following link: [Disabled Students' Allowance \(DSA\) claims – UKRI](#).

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

### **Marie Skłodowska-Curie Actions (MSCA) awards**

#### **119. What will the funding rate of my MSCA grant be?**

Grants will be funded in pounds sterling by profiled payments based on UKRI standard processes. The total grant value will be based on the total value assigned to the UK participant in the original MSCA grant (calculated as the total applicable MSCA unit costs for the full grant duration multiplied by the UK country correction coefficient), taking into account the exchange rate. UKRI will typically make payments quarterly in arrears.

#### **120. What terms and conditions will apply to the Guarantee MSCA grants?**

UKRI's standard [research grant terms and conditions](#) will apply, with additional conditions which are given in the specific call guidance. The policies outlined within this guidance document also form the expectations UKRI place on award holders and may be used in determining if awards have been appropriately managed and costs are eligible.

To verify the researcher worked on their MSCA project, a contract with the host institution proving the fellow's dedication to the project is sufficient, and if needed, additional documents.

#### **121. What reference should be used for MSCA awardees/ students/ fellows?**

For both internal and external records, the prefix "UKRI Guarantee" should be added, for example:

- UKRI Guarantee Doctoral Network Students
- UKRI Guarantee Postdoctoral Fellows

### **122. Will the UK Guarantee still require that ‘Contributions for the recruited researcher’ be paid to the fellow/student in full?**

Yes, the Guarantee grants require that the full value of the unit costs under the heading “Contributions for the recruited researcher” in the original MSCA proposal (i.e., Living Allowance, Mobility Allowance, Family Allowance, Long-Term Leave Allowance, Special Needs Allowance) is paid to the student/ fellow by the end of their studentship/ fellowship.

### **123. What are the expectations for MSCA Guarantee grants that mirror the EC’s unit contribution model?**

As the Guarantee scheme aims to replicate MSCA schemes, we would expect that Guarantee funded MSCA projects will continue to follow the same overarching scheme objectives. MSCA grants equip researchers at all levels with skills building across disciplines through global mobility. The projects funded by the Guarantee should be maximising the grant in line with these values.

We expect the actual costs spent on the MSCA Guarantee grant to align with MSCA’s pre-defined funding units, based on person months, with minimal underspend. This factors in the exchange rate implemented at the point the project was onboarded to UKRI. Similarly, we expect grants that do not run their full duration to spend in line with the unit cost person months. It is not acceptable for grants terminating early to utilise savings made here (for example, on salary) to be repurposed for increased research or development activities.

For MSCA Postdoctoral Fellowships or Doctoral Networks, the schemes aim to develop the recruited researchers or fellow. If the ‘research, training and networking contribution’ costs have been lower than anticipated, then unplanned learning and development opportunities not included in the original proposal should be considered. These must follow eligible costs under the Guarantee. If you are unsure about whether something is considered an eligible cost, please email [EUGrantsfunding@ukri.org](mailto:EUGrantsfunding@ukri.org).

For MSCA Staff Exchanges, the scheme aims to benefit staff members through exchanging knowledge, skills and boosting career development. If the ‘institutional contributions per person month’ are lower than originally expected, the funds can be used to cover additional training, transfer of knowledge, and networking activities, for example. All spend must continue to follow the eligible costs under the Guarantee.

### **124. Can I repurpose or vire funding on an MSCA Guarantee grant to pay for something not in the original budget?**

If you wish to repurpose funds or vire funds for a purpose that has not already undergone EC evaluation, you **must** provide us with a letter of support from the Principal Investigator (via email to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org)) which addresses the following points:

- i. Provides an explanation, intelligible to non-specialists, about the nature and purpose of the new cost and the benefit it will provide to the project;
- ii. Outlines the circumstances which led to the funding becoming available;

- iii. Affirms and explains how the new purpose fulfils the relevant EC cost eligibility rules, both general (i.e. is 'connected to the action and necessary for its implementation', and is 'reasonable, justified, and in line with principles of sound financial management') and specific (see the relevant cost eligibility conditions on the [Annotated Model Grant Agreement](#))
- iv. Confirms that the contributions for the recruited researcher will continue to be paid in full to the student/ fellow by the end of their studentship/ fellowship.

All decisions will be made on a case-by-case basis using information provided in the PI's letter of support.

**125. Will the UK Guarantee still enable the MSCA Staff Exchange, COFUND or Doctoral Network project to have flexibility to use the Institutional unit costs as they see fit to ensure the successful implementation of the project?**

Yes, the contributions for the indirect costs/ management costs can be used for your researchers' project management costs for these grant types.

**126. Will the UK Guarantee require that essential costs for living and working in the UK are covered from the institutional unit cost contributions in the same way that MSCA does?**

Yes, the UK Guarantee requires that costs required for MSCA fellows to have the right to work and live in the UK are covered from the institutional unit contributions, such as visa costs and the NHS surcharge.

**127. How does the Horizon Europe Guarantee require MSCA contributions for recruited researchers to be paid to eligible researchers?**

We would expect that the policies and eligibility criteria as set by the European Research Executive Agency (REA) applies to the recruited researcher. All applicable researcher allowances (living, mobility, family, long-term leave and special needs) should be paid in full to them as their salary on a monthly basis minus mandatory deductions under national law. In keeping with standard practice for MSCA grants, these allowances must be fully incurred by host organisations for the benefit of the researchers; this means that to be eligible, they must be fully used for the researchers for whom they are claimed.

**128. What can family allowance be used for under the UK Guarantee?**

Under the Guarantee, where the recruited researcher has family members who will be relocating with them, only the family allowance should be used to cover the travel and other relocation costs, including visa entry costs, for the family members.

Please note any visa costs associated with eligible family members or dependents who are moving with the recruited researcher cannot be directly paid by the host organisation and instead should be offset via the family or mobility allowance that is paid to the researcher. The family allowance contributes to mobility-related costs such as travel, accommodation, visa, and the NHS health surcharge and is considered a private cost.

### **129. If I become eligible for the family allowance since originally applying, can I add this to my Guarantee grant?**

Yes, you will need to provide evidence that your Research Organisation has checked your evidence and confirms your eligibility for the family allowance to UKRI. The additional allowance will then be added for the remainder of your grant through an additional funding stream. It will appear in the quarterly profile as standard over the grant.

If you haven't yet submitted your details on Je-S or the UKRI Funding Service and become eligible, along with the standard Guarantee documentation listed in the specific call guidance, you will need to submit the following as additional attachments:

- a verification letter from the Head of Department, or equivalent, of your host organisation to indicate:
  - that the necessary documentation has been checked and meets the eligibility criteria as defined by the European Research Executive Agency (REA)
  - Confirms the total amount of eligible additional funding to be added to the grant
- An amended version of the UKRI cost conversion tool which reflects the additional allowance in GBP (£)

If you become eligible once your UKRI grant has become active on Je-S, you will need to raise a Generic Change Request through [the Je-S grant maintenance request](#) process. The same additional supporting documents as above should be uploaded with the request. The additional funding will appear in the quarterly profile from that point onwards for the remainder of the grant.

**There will be a similar process to make a change request in the Funding Services following the transition to the new system. Further guidance on this will be included in future updates.**

Please note that only one attachment may be added to grant maintenance requests, if more than one document is required, please insert all the supporting documents into a single PDF attachment.

### **130. Will the MSCA Special Needs Allowance still be offered under the Guarantee?**

Yes, you can claim this either at the start of your grant when you submit your details to UKRI, or during the lifetime of your grant if your situation changes.

If you become eligible before submitting your details on Je-S or the UKRI Funding Service, you will need to include an additional letter from your host organisation to confirm your eligibility along with the standard documentation in the call specific guidance on the [apply for Horizon Europe Guarantee funding](#) section of the UKRI website.

If you become eligible once your UKRI grant has become active on Je-S, you will need to raise a Generic Change Request through [the Je-S grant maintenance request](#) process. Any



additional supporting evidence should be uploaded with the request, including the confirmation from your host organisation that you are eligible.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

Please note only one attachment may be added to grant maintenance requests, if more than one document is required, please insert all the supporting documents into a single PDF attachment.

### **131. How is maternity/ paternity/ parental leave covered for MSCA Guarantee grants?**

UKRI will replicate MSCA policy on additional allowances for parental leave by using additional funding streams to honour what would have been allowed under REA following their eligibility criteria.

If the parental leave is required during the lifetime of an active grant, the host organisation is required to submit a completed long term leave calculator submission and a letter confirming eligibility and date from which additional allowances will be claimed from. The [conversion tool template can be found on the guidance pages on our website here](#). The current exchange rate should be used to calculate this additional amount and the conversion tool on our website will be updated to reflect the latest exchange rate.

Please request a generic grant maintenance change request in Je-S and attach the conversion tool and additional letter confirming the eligibility to the request. Guidance on how to do this can be found in [the Je-S helptext](#).

Please note only one attachment may be added to grant maintenance requests, if more than one document is required, please insert all the supporting documents into a single PDF attachment.

In terms of timings of maternity leave, we would advise that you follow the host organisations normal rules for duration and pay. The decision about when the maternity leave can start is to be decided by the researcher and host organisation, but in most cases UKRI would only allow up to 12 months under a no cost extension. You are able to extend the Guarantee grant by the same number of person months as taken for parental leave and this can be requested at the end of the grant via a grant maintenance request in Je-S.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

### **132. How will my host institution calculate long-term leave allowance for my MSCA Guarantee grant if I take maternity / paternity / parental / sick / special leave?**

For MSCA Postdoctoral Fellowship / Doctoral Network / COFUND Guarantee grants we will be following MSCA's standard policy surrounding long-term leave allowance and using UKRI's standard processes to cover the costs at any point in the grant with an additional funding stream. This amount is subject to all national legislation and internal policies of the host organisation.

When the researcher goes on leave for longer than 30 days, for reasons other than annual leave, the person month contributions to both the researcher and the institution are suspended and replaced with long-term leave allowance. The calculation will follow MSCA budget allocation for contributions for recruited researchers for each work programme for personnel costs incurred by the employer in case of the researchers' leave. The percentage covered by the host organisation is the amount the research organisation would normally be responsible for paying and is dependent on the internal policies of the research organisation and may change over time. Any remaining percentage should be provided by social security contributions where applicable.

The long-term leave allowance will be payable only for the percentage of time that the staff are contracted on the grant. The grant will be extended using a no cost extension to cover the duration of the leave. In most cases UKRI would only allow a no cost extension of up to 12 months in total for a grant, but if longer is required this is considered on a case-by-case basis.

By submitting a request to UKRI for long-term leave allowances, the host organisation confirms that the costs funded through UKRI are not being claimed from any other source, for example HM Revenue and Customs.

### **133. How can long-term leave allowance for my MSCA Guarantee grant be requested?**

A Je-S grant maintenance request will need to be submitted by the host organisation to suspend the grant. A letter from someone capable of speaking on behalf of the host organisation must be submitted, which documents the eligibility of the researcher going on long-term leave and the length of leave being taken, noting that the no cost extension cannot exceed this duration.

At the end of the grant period, for any period of long-term leave which has been taken, you must provide us with a completed long-term leave cost calculator, which can be found on the UKRI website or provided via email upon request to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org). The host organisation is responsible for providing accurate information as to the length of leave taken, the researcher's FTE %, the host organisation's long-term leave contribution per month (as a decimal), and the proportion covered by statutory sick pay or equivalent government support.

In advance of the proposed period of leave, please request a generic grant maintenance change request in Je-S and attach the letter confirming the eligibility of the researcher or student to the request. At the end of the grant period, please submit a generic grant maintenance change with the completed long-term leave cost calculator attached. Guidance on how to do this can be found in the Je-S helptext.

Please note, only one attachment may be added to grant maintenance requests, if more than one document is required, please insert all the supporting documents into a single PDF attachment.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

**134. How should the ‘project partners’ section be completed on the Je-S form or the UKRI Funding Service submission for MSCA grants which are part of a consortium?**

If you have many partners making in-kind contributions to the project, you do not need to list them all in this section. It would be useful to capture here other UK partners involved in the project who are not receiving Guarantee funding from UKRI, for example organisations hosting secondments.

**135. Are MSCA Living Allowance, Mobility Allowance, Family Allowance and Special Needs Allowance exempt from tax?**

UKRI will have no influence on how this is carried out. Fellows will be subject to the usual practices of their UK host organisation concerning how their allowances are paid.

The European Commission respects national taxation rules which can differ depending on how the allowance is paid. The most common practice is to pay all allowances as a salary with necessary deductions.

**136. What visa options are available to organisations not on the UKRI endorsed funders list for recruited students under the Global Talent visa?**

UKRI is legally unable to provide immigration advice, but information on potential visa options for researchers coming to the UK for MSCA Guarantee projects has been established by the UK Research Office (UKRO) Brussels based team below.

There is a [dedicated factsheet](#) about researchers coming to the UK for MSCA grants. This highlights the Skilled Worker visa type as another potential option alongside the Global Talent visa route.

UKRO also ran a series of webinars to help increase awareness and sharing information on immigration and MSCA, the recordings and slides from these webinars can be found below:

- [MSCA Postdoctoral Fellowships: Navigating the UK Immigration Landscape](#)

- [Navigating the UK Immigration Landscape: Supporting Short-term Mobility to the UK Webinar](#)
- [MSCA Doctoral Networks and COFUND: Navigating the UK Immigration Landscape](#)

Please note that UKRI (including UKRO) cannot give immigration advice on individual cases, so please liaise directly with the [UK government](#) if you require advice for individuals.

**137. Will recruited researchers or fellows in MSCA calls that follow the mobility rule be expected to change their Je-S accounts or UKRI Funding Service accounts to the UK host organisation?**

Yes, your Je-S or UKRI Funding Service account is linked to you as an individual, not your research organisation. Please ensure you have changed your account to reflect the UK based host organisation when you have started the project if it is currently linked to an organisation outside of the UK.

More information on how to do this can be found in ‘updating account, personal and expertise details’ in [the Je-S helptext](#).

If you need help updating your details in the UKRI Funding Service, please email [support@funding-service.ukri.org](mailto:support@funding-service.ukri.org)

**138. Do recruiting organisations funded by the Guarantee need to follow the MSCA recruitment and working conditions?**

Yes, UKRI expects that any recruiting organisations will follow the specific criteria as set out in the [Horizon Europe model grant agreement](#). This includes publishing vacancies on the EURAXESS jobs portal, holding an open and impartial recruitment process, and be aware of the [European Charter, and Code of Conduct for the Recruitment of Researchers](#).

Further clarification depending on the type of MSCA grant can be [found in this news article published by UKRO](#).

**139. Will timesheets be required for Guarantee MSCA grants?**

No, it is sufficient to present a contract with the host institution together with additional documents proving the researcher’s or student’s dedication to the project.

UKRI’s funding assurance processes will be followed taking into account the Guarantee scheme specific policies, so we would expect good records to allow an audit if required. More information can be found on [UKRI's funding assurance](#) programme pages.

**140. Are visa fees an eligible cost on MSCA Guarantee grants?**

Yes, in line with UKRI and MSCA’s policy, visa fees can be claimed from the Guarantee grant to cover the costs of the recruited researcher moving to the UK. This includes the Immigration Health Charge and any associated visa fees. These must come from the Institutional Costs part of the budget and the recruited researcher should not be asked to use their researcher allowances to cover any visa related costs for themselves.

Any visa costs associated with eligible family members or dependents who are moving with the recruited researcher cannot be directly paid by the host organisation and instead should be offset via the family or mobility allowance that is paid to the researcher.

#### **141. As an MSCA Guarantee award holder, can I join the UK Chapter of the Marie Curie Alumni Association (MCAA)?**

As a result of initial discussions, the [MCAA UK Chapter](#) has extended an invitation to researchers funded by the Horizon Europe Guarantee to include award holders as "Chapter's Friends." This membership will cover all those in part funded by the Guarantee MSCA grant, as the MCAA is an alumni community beyond research.

If you want more details on what this entails, please email us at [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) and we can provide more information if it wasn't already emailed to you.

Any costs associated with attending MCAA events will be considered an eligible cost to charge to your Guarantee grant within the original total funding amount, as no additional funding is available. This should come from the institutional unit contributions part of the budget, as the entirety of the funding under the contributions for recruited researchers should be paid directly to the researcher.

#### **142. Are successful grant holders funded through UKRI's Horizon Europe Guarantee scheme eligible for membership in the Marie Curie Alumni Association (MCAA)?**

Currently Guarantee grant holders are not eligible for [MCAA membership](#) but are encouraged to participate in the UK Chapter. The UK chapter collaborates with the MCAA to offer opportunities for researchers to benefit from community networking, knowledge sharing and professional development.

UKRI Guarantee grant holders can become 'Chapter Friends' of the of the MCAA UK Chapter and can engage in activities within the science and innovation community. Register for the [MCAA UK Chapter newsletter](#) to stay informed about the association and Chapter activities.

You can email the UK Chapter at [united-kingdom.chapter@mariecuriealumni.eu](mailto:united-kingdom.chapter@mariecuriealumni.eu) and any changes to the wider MCAA membership will be updated in our guidance.

Costs associated with attending MCAA UK Chapter events in person, or virtually, are considered an eligible cost to charge to your Guarantee grant within the original total funding amount, as no additional funding is available. This should come from the institutional unit contributions part of the budget, as the entirety of the funding under the contributions for recruited researchers should be paid directly to the researcher.

### **MSCA Postdoctoral Fellowships**

#### **143. Will the Guarantee cover MSCA Global Postdoctoral Fellowships?**

The UK Horizon Europe Guarantee will cover MSCA Global Fellowships that have their return phase hosted by a UK institution in the original proposal.

**144. Can I delay the start date of my UKRI Postdoctoral Fellowship Guarantee grant?**

The MSCA Postdoctoral fellowships will follow MSCA standard practice with 1 Sept 2023 being the latest start date for the 2021 call and 1 September 2024 is the latest start date for the 2022 call.

**145. If we apply for the UKRI Postdoctoral Fellowship Guarantee grant with a specified start date for the fellow, is it possible to change that start date?**

This is possible and may be permitted on a case-by-case basis, with approval from UKRI.

In order to request this, you will need to raise a Generic Change Request through [the Je-S grant maintenance request](#) process. Any additional supporting evidence should be uploaded with the request.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

**146. Can I change my UKRI Postdoctoral Fellowship Guarantee grant to a part-time arrangement and extend its duration?**

Yes, you can apply to change your percentage of hours on a grant by submitting a change request or emailing [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org). We will be following REA's policy of a minimum of 50% of time working on the grant.

**147. Can I change the UK-based organisation hosting the fellowship?**

UKRI will consider changes in exceptional circumstances to the MSCA Postdoctoral fellowship Guarantee grants.

Some examples of exceptional circumstances, in line with MSCA rules, can be found below:

- PI (supervisor) moves HEI, the fellow can follow them
- Severe relationship breakdown and no other suitable PI at current HEI

Some examples of cases that would not be viewed as exceptional in line with MSCA rules:

- Secure a lectureship at another HEI
- Want to move HEI to relocate for family reasons e.g., partner has a new job

We will require:

- An additional supporting letter from the supervisor to confirm that the research environment being moved to at least matches the current host organisation for the benefit of the Fellow.
- Confirmation from the Fellow themselves that they are happy with the move.

- The name of the new department within the new host institution.

If this change is made before submitting your details on Je-S or the UKRI Funding Service, please add the letter as an additional attachment.

If the change is required after the offer letter has been accepted and before the start date certificate has been submitted back to us, please contact [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) with the grant reference number and the evidence requirements outlined above. We will then make our decision and raise the transfer where eligible.

If the change is required whilst the grant is active, please submit a grant transfer request through Je-S and add the letter as additional supporting evidence. Please refer to the [grants maintenance requests](#) section of the Je-S help text for how to do this.

Please note only one attachment may be added to grant maintenance requests, if more than one document is required, please insert all the supporting documents into a single PDF attachment.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

Please contact [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) to discuss possible transfer, we will be as flexible as we can and can offer potential options as work arounds where possible.

#### **148. Can I change the supervisor of my fellowship?**

In exceptional circumstances UKRI will consider changes to the MSCA Postdoctoral fellowship Guarantee grants with further detail provided as to why the change in supervisor is required.

We will require two letters:

- A letter from the proposed supervisor detailing how they will be able to provide the same support to the fellow as outlined in the original proposal.
- Confirmation from the Fellow themselves that they are happy with the change.

If this change is made before submitting your details on Je-S or the UKRI Funding Service, please add the letters as an additional attachment.

If the change is required whilst the grant is active, please submit a grant holder change request through Je-S and add the letter as additional supporting evidence. Please refer to the [grants maintenance requests](#) section of the Je-S help text for how to do this.

**There will be a similar process to make a change request in the UKRI Funding Services following the transition to the new system. Further guidance on this will be included in future updates of this document.**

**149. Can the supervisor, affiliated to the host organisation, remain as the supervisor to the fellow, although linked to another university?**

Yes, if the arrangement does not impact the project, outputs or the support and development of the fellow, this can be requested.

We will require:

- A supporting letter from the host organisation to confirm the project and the support for the development of the fellow will not be impacted by the arrangement.
- A letter from the supervisor stating the arrangement does not affect their commitment to the project and the fellow
- Confirmation from the fellow themselves that they are happy with the support and development received.

Please submit the documentation as supporting evidence to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) with your request and we will get back to you with the decision via email.

**150. Can UKRI Postdoctoral Fellowship/Doctoral Network Guarantee funding be used to cover the costs incurred on secondments or placements to UK or non-UK institutions? Will it cover the costs for the outgoing host for Global fellowships?**

Yes, all of these costs are eligible under the UK Guarantee. This includes costs for secondments which are specifically set out in the original proposal and secondments where the details are determined during the lifetime of the grant.

**151. Will UKRI require a partnership agreement between Associated Partners and host organisations for the outgoing phase of a global Postdoctoral Fellowship?**

Yes, we expect a partnership agreement to be recorded between all parties where required to ensure that any specific provisions are covered. This agreement should be made available to UKRI upon request.

**152. Where do I submit deliverables such as my career development plan or data management plan?**

Although deliverables (such as a career development plan and data management plan) should be developed and maintained for the project and the Fellow in line with MSCA procedure, you do not need to submit this to UKRI. However, the plans should be made available to UKRI upon request.

**153. How can unplanned secondments be included on Guarantee MSCA Postdoctoral Fellowships?**



We will be following MSCA's policy on including secondments that weren't originally included in the proposal. The secondment should be in line with the project's objectives and add significant value to the fellowship. No additional funding will be made available to cover the secondment and the secondment details should be covered in the contract between the fellow and the host organisation.

There are policy variations depending on the type of postdoctoral fellowship, as below, any proposed secondments for:

- *European* postdoctoral fellowships:
  - cannot exceed one third of the requested fellowship duration (excluding any additional period for a non-academic placement).
- *Global* postdoctoral fellowships:
  - Are permitted for up to one third of the outgoing phase.
  - A maximum of three months of such secondments can be spent at the start of the project at the beneficiary (or associated partners linked to the beneficiary), allowing the researcher to spend time there before going to the associated partner in the Third Country. This period of maximum three months will be considered as part of the outgoing phase.
  - Secondments cannot take place during the mandatory twelve-month return period.

To approve this change to what was initially planned, we will require an additional letter from the UK host organisation outlining the following:

- the proposed host for the secondment will provide the necessary supervisor, environment and facilities to ensure that the fellow is fully supported whilst on secondment.
- Assurance that the secondment will add value and impact to the project.
- the duration of the secondment.
- the fellow's agreement and assurance that the proposed changes won't undermine the rest of project (this can be included via email from the fellow themselves).

This will need to be a PDF on headed paper from within the host organisation and can be submitted back to us via email to [EUGrantsFunding@ukri.org](mailto:EUGrantsFunding@ukri.org) which we will manually attach to the grant in our system whilst assessing the case. We will then be in touch to let you know the outcome.

#### **154. What kind of visa should MSCA postdoctoral fellowships apply for under the Global Talent visa route?**

For Guarantee MSCA Postdoctoral Fellows who are named on the grant and using the Global Talent visa, route 2 should always be used. Their team members can and should use route 3. More information can be found on the [Royal Society website](#).

#### **155. Can I engage in other work alongside my MSCA Postdoctoral fellowship?**

Yes, academic-hosted applicants may spend up to 6 hours per week of their time on non-fellowship activities and still claim for the full 100% of a Fellows time. This allows for

existing teaching, managerial and administrative responsibilities an applicant may have. If you wish to do more than 6 hours, you will need to reduce your time spent on the grant.

### **156. How do I terminate my live MSCA Postdoctoral fellowship?**

A Je-S grant maintenance request will need to be submitted by the host organisation. Full details of the request types and how to raise them on the system are in the [Je-S handbook](#).

A termination request can be made if the live project is:

- no longer viable due to an irreplaceable person leaving the project (the fellow)
- failing

A date must be chosen for the termination in the request. We will need to see evidence of the fellow agreeing to the termination reasoning, which can be added as an attachment to the termination request.

Please note only one attachment may be added to grant maintenance requests. Insert all the supporting documents into a single PDF attachment.

**There will be a similar process to make a termination request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

### **157. Can non-academic placements be included on Guarantee MSCA Postdoctoral Fellowships if they weren't included in the original proposal?**

We will be following MSCA's policies on including non-academic placement periods. No further funding will be made available, but a no-cost extension can be requested to cover the duration of the placement.

The placement should be an additional period of time at the end of the fellowship, maximum of 6 months in duration. It should include supervision, be in line with the project's objectives and add significant value to the fellowship. No additional funding will be made available to cover the placement if it wasn't included in the original proposal and the non-academic placement details should be covered in the contract between the fellow and the host organisation.

To approve this change to what was initially planned, we will require an additional letter from the UK host organisation outlining the following:

- the proposed host for the non-academic placement will provide the necessary supervisor, environment and facilities to ensure that the fellow is fully supported whilst on placement.
- Assurance that the placement will add value and impact to the project.
- the duration of the placement.
- the fellow's agreement and reasoning for wanting to include the non-academic placement (this can be included via email from the fellow themselves).

This will need to be a PDF on headed paper from within the host organisation and can be submitted back to us via email to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) which we will manually attach to the grant in our system whilst assessing the case. We will then be in touch to let you know the outcome.

### **158. Can short stay visits be included on Guarantee MSCA Postdoctoral Fellowships if they weren't included in the original proposal?**

We will be following MSCA's policies on including short stay visits where they can be included as the need arises during the fellowship. No further funding will be made available, but a no-cost extension can be requested to cover the duration of the visit if required.

The short stay visit does not follow a set duration, but it should be proportionate and represent a small part of the fellowship. It does not require defined supervision but should be in line with the project's objectives and add significant value to the fellowship. No additional funding will be made available to cover the short visit if it wasn't included in the original proposal.

To approve this change to what was initially planned, we will require an additional letter from the UK host organisation outlining the following:

- the proposed location for the short stay visit
- how the short visit will add value and impact to the project or fellow's development.
- the duration of the visit.
- the fellow's agreement and reasoning for wanting to include the visit (this can be included via email from the fellow themselves).

This will need to be a PDF on headed paper from within the host organisation and can be submitted back to us via email to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) which we will manually attach to the grant in our system whilst assessing the case. We will then be in touch to let you know the outcome.

## **MSCA Doctoral Networks**

### **159. If the projects are funded through the Guarantee, will it be possible for UK beneficiaries to transfer some of the UKRI funding to cover project-wide activities?**

These costs will be eligible under the Guarantee, provided that proof of payment can be provided in line with UKRI's standard terms and conditions. UKRI would expect your research organisation to keep an adequate record for your own internal auditing procedures.

### **160. How can the project wide costs be paid to the coordinator of the project?**

The practicalities can vary across projects. UKRI International ran a focus group on the matter and the summary report can be found on [UKRO's focus group summary page](#). The use of the term 'request for payment' by existing Guarantee grant holders has been successful at navigating the MSCA rules which exclude 'invoicing' between consortium partners.

**161. Can UKRI Guarantee funding be used towards the costs of going on secondment, including making payments to the secondment host directly to cover their related costs?**

Yes, this includes secondments which are specifically set out in the original proposal and secondments where the details are determined during the lifetime of the grant.

**162. Will the MSCA mobility rule (i.e., the fellow should have spent less than 1 of the last 3 years in the UK) apply for UK participants in Doctoral Networks funded by the Guarantee?**

Yes, the standard MSCA mobility rule will apply. However, if you have an exceptional candidate who doesn't follow the standard rule, please submit the details to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) and we will review on a case-by-case basis.

**163. How should candidates be included on Guarantee MSCA Doctoral Network grants?**

Awardees are expected to follow the MSCA eligibility rules for the recruited researchers and staff members as well as following the specific obligations as found in the annotated [Horizon Europe Model Grant Agreement](#) related to recruitment (Article 18, page 97), contract requirements (Article 6), and working conditions (Article 18, page 97). As such, doctoral candidates should be recruited on an employment contract, in line with MSCA policy and **not** as students paid with a stipend as would be normal UKRI policy.

**164. Do we need to make UKRI aware of successful recruitments for Doctoral Networks?**

No, UKRI doesn't need to be made aware of the successful recruitment as it happens. The only instance where UKRI needs to be made aware is if the candidate does not meet the MSCA mobility rule, as above.

Details surrounding the recruitment and development of the PhD student can be reported on directly into ResearchFish from the Feb/ March 2024 submission period onwards. However, the details surrounding the recruitment and the further development of the PHD student should be made available to UKRI upon request.

**165. What do I need to do if I want to move my UK-based MSCA Doctoral Network Guarantee grant to another UK-based organisation?**

This will depend on if your grant details have already been submitted to UKRI via Je-S or the UKRI Funding Service.

If you have not submitted your details, you can provide an extra letter of support from the new host institution as an additional attachment in Je-S or the UKRI Funding Service. This will need to explain the rationale for the move and that the new host will provide the necessary environment, facilities, and support to ensure the project can successfully proceed.

This will need to be a PDF on headed paper from a senior representative within the host institution (someone capable of speaking on behalf of the host institution).

We will also need to see confirmation from the coordinator of the project that the consortium is happy with the proposed change to the UK based partner that will be funded through the Guarantee. This can be an attachment of the email confirmation of the approval by the coordinator of the consortium.

We will also require the amended grant agreement from the European Commission's portal when the change has been made in the official documentation. This can be sent via email to [EGrantsfunding@ukri.org](mailto:EGrantsfunding@ukri.org) once the paperwork has been finalised and attached retrospectively to your Guarantee grant in Je-S.

If you have accepted your offer, but the grant is not yet active, you will need to email [EGrantsfunding@ukri.org](mailto:EGrantsfunding@ukri.org) with the additional letter and confirmation from the coordinator as outlined above. We will then be able to retract and reissue the offer in the name of the new host organisation in the system.

If your grant is already active in Je-S, you will need to raise a grant transfer request through Je-S. Additional supporting documents should be uploaded with the request as noted above. The request should be submitted by the original host organisation in Je-S and a grant transfer response will be sent to the new host organisation to accept. Please refer to the section of [the Je-S handbook](#) for how to do this.

Please note only one attachment may be added to grant maintenance requests; if more than one document is required, please insert all supporting documents into a single PDF attachment.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

#### **166. What level of tuition fees should be charged to the MSCA Doctoral Network Guarantee grants?**

Under MSCA's standard policy, university practice varies as to what fees are charged for Doctoral Network students, and by extension the Guarantee will follow the same policy. The rate can be charged at a domestic or international rate but will be at the discretion of the UK based host organisation. The fees cannot be charged to the doctoral candidate and must come from the institutional unit costs. As the doctoral candidates are recruited as staff, if the university would offer their staff a reduced or waived fee this must be offered to the MSCA recruited researcher.

#### **167. Can awarding institutions be based outside of the UK but funded through the Guarantee scheme?**

UKRI expects the students to be placed at a UK university, as otherwise we are not fulfilling our policy to support activities based in the UK, and mobility of able students to the UK is the key facet of this scheme under the Guarantee.

### **MSCA Staff Exchanges**

#### **168. Are there any restrictions on the types of countries that the UK partners can send secondees to or from?**

UKRI will honour the original planned exchanges under the Guarantee, even if they do not explicitly appear in the grant agreement. These include:

- Secondments from the UK based associated partner to a beneficiary in an EU Member State or Associated Country
- Secondments from the UK based associated partner to a third country eligible for EC funding.
- Secondments from the UK based associated partner to a third country not eligible for EC funding.
- Secondments from a third country eligible for EC funding to the UK based associated partner.

The same level of funding as applied for in the original budget will be provided under the Guarantee to cover these exchanges. Standard staff and secondment eligibility rules will apply. UKRI will accept flexibility in how the budget is used to meet the needs of the project, including changes to the planned secondments.

#### **169. Will the Guarantee still require that ‘Contributions for seconded staff members’ be paid to the seconded staff member?**

The Guarantee will still require that the full value of the unit costs under the heading ‘Contributions for seconded staff members’ is paid to the seconded staff member by the end of the project. In line with MSCA practices, Guarantee grant holders have the flexibility to spend the allowance according to their usual practice, provided the full allowance is spent.

#### **170. When are the top-up allowances for MSCA SE paid to seconded staff members?**

Payments for top-up allowances are paid quarterly in arrears based on UKRI standard processes. The payment of the top up allowance can be paid in advance by the awarded research organisation if required for staff members, so they don’t have to wait for reimbursement of any significant upfront costs. This is allowable whilst following the total applicable unit contributions as listed in the corresponding MSCA work programme. If you want to change the payment profile of the grant, please get in contact with us via email to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) and we can look into this for you.

#### **171. What do I need to do if I want to move my UK-based MSCA Staff Exchange Guarantee grant to another UK-based organisation?**

This will depend on if your grant details have already been submitted into Je-S.

If you have not submitted your details, you can provide an extra letter of support from the new host institution as an additional attachment to the Je-S form or the UKRI Funding Service (the UKRI Funding Service). This will need to explain the rationale for the move and that the new host will provide the necessary environment, facilities, and support to ensure the project can successfully proceed.

This will need to be a PDF on headed paper from a senior representative within the host institution (someone capable of speaking on behalf of the host institution).

We will also need to see confirmation from the coordinator of the project that the consortium is happy with the proposed change to the UK based partner that will be funded through the Guarantee. This can be an attachment of the email confirmation of the approval by the coordinator of the consortium.

We will also require the amended grant agreement from the European Commission's portal when the change has been made in the official documentation. This can be sent via email to [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) once the paperwork has been finalised and attached retrospectively to your Guarantee grant.

If you have accepted your Guarantee grant offer, but the grant is not yet active, you will need to email [EUgrantsfunding@ukri.org](mailto:EUgrantsfunding@ukri.org) with the additional letter and confirmation from the coordinator as outlined above. We will then be able to retract and reissue the offer in the name of the new host organisation in the system.

If your grant is already active in Je-S, you will need to raise a grant transfer request through Je-S. Additional supporting documents should be uploaded with the request as noted above. The request should be submitted by the original host organisation in Je-S and a grant transfer response will be sent to the new host organisation to accept. Please refer to the section of [the Je-S handbook](#) for how to do this.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

Please note only one attachment may be added to grant maintenance requests; if more than one document is required, please insert all supporting documents into a single PDF attachment.

#### **172. How can UK partners include the costs for secondees from a third country to the UK?**

The process to receive the additional funding for Third Country-Third Country secondments will require:

- A letter from the coordinator of the MSCA Staff Exchanges project to outline:

- That the secondment is eligible according to the Marie Skłodowska-Curie Actions consortium agreement and active participation is taking place.
  - The costs associated with the secondment are not being covered elsewhere and there is no risk of double funding within the project.
- An email from a representative within the UK organisation (someone capable of speaking on behalf of the organisation) stating the following:
    - Je-S or the UKRI Funding Service grant reference number, the name of the Principal Investigator and project title
    - The total amount of person months being claimed under the Guarantee to cover the secondment and acceptance that the UK organisation is responsible for declaring these costs to UKRI
  - An amended version of the UKRI cost conversion tool which reflects the additional allowance in GBP (£). This can be found on the [Guarantee funding for MSCA additional allowances for live grants](#) page on our website.

You can submit the request for additional funding when making your application on Je-S or the UKRI Funding Service, please add the above documents as additional attachments in the Je-S or the UKRI Funding Service submission.

If the funding is required whilst the grant is active, a generic change request will need to be raised through the Je-S grant maintenance request process once your grant has been processed and grant offer letter accepted. Please refer to the section of [the Je-S handbook](#) for how to do this. The additional supporting documents as above should be uploaded with the request. The additional funding will appear in the quarterly profile for the duration of the grant.

Please note that only one attachment may be added to grant maintenance requests, if more than one document is required, please insert all the supporting documents into a single PDF attachment.

**There will be a similar process to make a change request in the UKRI Funding Service following the transition to the new system. Further guidance on this will be included in future updates of this document.**

### **173. Are doctoral candidates eligible to participate in Guarantee scheme Staff Exchanges projects?**

Yes, as we will be following MSCA's policy. Under the MSCA Staff Exchanges rules PhD students are regarded as "staff members" provided they fulfil other Staff Exchange conditions, e.g., seconded staff need to be committed full-time to the MSCA project during the secondment.

### **174. Is the time it takes for staff members to travel counted towards a working day in the secondment?**



Yes, we will be following MSCA's policy where time spent travelling does reflect time spent working on the secondment. Adequate records should be kept according to the host organisations internal auditing procedures. UKRI's normal funding assurance processes will be followed, so we would expect good records to allow an audit if required. More information can be found on [UKRI's funding assurance](#) programme pages.

**175. On a Guarantee MSCA Staff Exchanges project, is it possible for self-funded PhD students or students on fellowships to go on secondment?**

There is no issue with sending self-funded PhD students or students on fellowship on secondment, as long as their relationship is compliant with UK legislation.

However, the sending institution and the seconded fellow must have a contract or agreement in place, which puts him/her under the directions of the sending institution – the sending institution must be able to provide assurance that the seconded fellow will perform the tasks set out in the original proposal and grant agreement. The seconded fellows also must be seconded full-time, for at least one month or weeks that add up to one month (30 days) to the same hosting institution, in order for this month to be eligible for funding. They must have worked at the sending institution for at least one month before the secondment.

## **MSCA COFUND**

**176. How do UK-based implementing partners of successful COFUND grants apply for the Guarantee?**

The Guarantee will cover the EU contribution where implementing partners are clearly listed in Part B Section 5 Partner Organisations of the original proposal. When completing the UKRI conversion tool, please multiply the number of recruited researchers by the corresponding COFUND allowance. The letter of commitment as well as the original proposal and grant agreement should be included in your submission through Je-S or the UKRI Funding Service. If required, additional attachments can be submitted on Je-S or the UKRI Funding Service.

**177. Will the Guarantee require that recruited researchers receive the applicable 'COFUND allowance'.**

The Guarantee will still require that the full value of the unit costs under the heading 'Contributions for recruited researcher' is paid to the recruited researcher/student by the end of their project.

**178. Can UKRI Guarantee funding be used towards the costs of going on secondment, including making payments to the secondment host directly to cover their related costs?**

Yes, this includes secondments which are specifically set out in the original proposal and secondments where the details are determined during the lifetime of the grant.

## **General definitions and information on Associated Partner status**

**179. What is an 'Associated Country'?**

An Associated Country is a country that is not a Member State of the EU but has a formal agreement with the EU detailing the terms of its association to a European framework programme. Sixteen countries associated to Horizon 2020, and it is likely a similar number will associate to Horizon Europe. Entities from associated countries are eligible to participate in most elements of the programme under the same conditions as entities from Member States, with a few limited exceptions.

### **180. What is a 'third country' and 'third country participation'?**

All countries that are neither an EU Member State nor an Associated Country are referred to as non-associated 'third countries'. Non-associated third countries have no agreements to associate to the EU Framework programme. Participants from non-associated third countries can participate in some areas of the programme, predominantly in collaborative calls as Associated Partners, although they are not generally eligible to receive funding from the programme unless this is explicitly mentioned as an exception in the call documentation.

### **181. What is an 'Associated Partner'?**

Associated Partners implement action tasks without receiving EU funding. They cannot lead a consortium, and do not sign the grant agreement. One example of this is where legal entities participate in a Horizon Europe grant but are not based in a Member State or Associated Country. While Associated Partners are not required to have a capital or legal link to a specific beneficiary, the other beneficiaries in the consortium take on the responsibility (through consortium agreements or contractual arrangements) to ensure proper implementation of the Associated Partners' elements of the project, as well as compliance with specific obligations of the grant agreement that are extended to Associated Partners.

### **182. What is the last legal signature date?**

The 'last legal date for signing the grant agreement' refers to Article 31 of the EU's [Regulation Establishing Horizon Europe](#) document:

"The following periods shall apply [...] for signing grant agreements with applicants, a maximum period of eight months from the final date for submission of complete proposals".

This is the last date by which the Commission must sign the Grant Agreement. The Commission may choose to set a Grant Signature Date that is earlier than this last legal date, but they may not postpone beyond it. This applies to all calls except ERC and MSCA, for which the dates provided in the work programmes are used.

### **183. When do I become an Associated Partner?**

Following successful evaluation, the Commission will notify you of your success and invite you to begin the process of grant agreement signature. If the UK has not completed association to Horizon Europe when the grant agreement signature is imminent, your organisation could participate in the project as an Associated Partner (i.e., no longer classed as a beneficiary) if the topic you are responding to allows Third Country participation.

You should notify your coordinator and the Commission project officer that you would like to participate as an Associated Partner. The Commission will acknowledge this, and you will no longer be part of the grant agreement signature process. However, the coordinator should keep you up to date on the progress of the grant agreement signature.

#### **184. How do I become an Associated Partner?**

As an Associated Partner you do not sign the grant agreement, but you do sign the consortium agreement. You will need to accept certain Articles from the grant agreement (see the paragraph below) which should be inserted into the consortium agreement.

The grant agreement Articles that apply to Associated Partners are as follows:

- Article 11 (proper implementation)
- Article 12 (conflict of interests)
- Article 13 (confidentiality and security)
- Article 14 (ethics)
- Article 17.2 (visibility)
- Article 18 (specific rules for carrying out action)
- Article 19 (information)
- Article 20 (record- keeping).

You will also need to accept that the bodies mentioned in Article 25 can exercise their rights towards you.

The [Model Grant Agreement](#) gives further details at Article 9.1 (p39-40)

You should ask the coordinator to insert the provisions of Article 9.1 into the consortium agreement and say that they apply to you. Note that any financial provisions in the consortium agreement do not apply to you and you should ask the coordinator to exclude you from those provisions.

Many projects use the [DESCA Model Consortium Agreement](#) although your coordinator may have a different format.

The consortium agreement will be signed prior to the signature of the grant agreement. Once the grant agreement is signed the project can begin.

#### **185. Can I continue to be the project Coordinator if I have to become an Associated Partner?**

No. In order to be the coordinator of a project, a legal entity must sign the grant agreement. Only entities eligible for funding can sign the grant agreement. You will need to discuss this with your EC Project Officer and your consortium and agree that an existing partner or a new partner will take on this role. The funding allocation within the consortium should then be adjusted accordingly.