

The Data Lab Collaborative Innovation Project Funding Rules

University Costs

Participation costs for Academic Institution partners are funded using the **Full Economic Costing (FEC)** methodology. FEC methodology means that The Data Lab will cover 80% of all **eligible** costs and the Academic Institution will bear the remainder 20%.

Please note that funding awards are State Aid: eligible costs are defined by the relevant State Aid rules. Not all RCUK-eligible costings are eligible for funding from The Data Lab - particularly equipment that will outlast the project (e.g. laptops, computers). Please see <http://www.sfc.ac.uk/innovationcentres-stateaid> for further guidance on what can be funded under **Article 25(3)**.

Eligible Costs

Eligible costs for Academic Institutions include three categories of costs:

1. **Directly incurred costs:** academic staff time actually spent on the research project, travel costs and subsistence costs, equipment, consumables, and other costs directly incurred and necessary to undertake the activities to be delivered during the project (for example dissemination costs).

Small equipment items will not be eligible unless they are proved to be necessary for the project for specific purposes and must be bought for the staff specifically recruited for the Project.

2. **Directly allocated costs:** Costs for Principal Investigator and/or co-Investigators actually participating in the project and their pro-rated estates costs. If your institution has calculated infrastructure technician rates (separate from estate rates), they should be added to the costs in the same way as estates and indirect rates.
3. **Indirect costs:** Indirect costs are eligible and are calculated according to the usual practice of the applicant's institution.

Subcontracting

Projects may include costs for subcontracting to academic or specialist private sector companies. **Subcontracting costs will be paid at 80%.**

Consultancy

The Data Lab may, at our discretion, fund Academic Institution partner costs at 100%. This will only be the case when a project is defined as 'consultancy'.

- Consultancy is normally characterised as an activity where an individual is required to provide the benefit of their personal knowledge or experience in a particular field, **usually on a sole basis.**
- It will typically be a **small number of days,** and make limited use of University facilities (which must be paid for in full).
- Consultancy generally makes use of University expertise, but would **not normally be expected to generate new intellectual property (IP) or lead to academic publication.**
- Typically, consultancy would generate client-specific information or data, **which would normally belong to the client.**

Travel and subsistence

Applications should include costings for relevant travel and subsistence - e.g. to/from partners etc. Costs for conference attendance may only be requested if they are to disseminate results from the project: travel must occur during the project's lifetime.

The amount of travel, equipment and subcontracting costs requested at proposal stage are the maximum amount that can be claimed by the academic institution. The Data Lab will only pay for actual costs.

Business Costs

All participation costs for business partners, including time spent and travel expenses, the cost of data/licensing, costs of equipment etc., will be borne as in kind contributions by each participating organisation. The Data Lab can help the business partners identify potential other sources of funding available such as, but not limited to, Scottish Enterprise Funding.

Business partners are encouraged to make project cash contributions whenever possible.

Public Sector Costs

All participation costs for civic partners, including time spent and travel expenses, will be borne as in kind contributions by each participating organisation. The Data Lab will not fund any Civic costs associated with a project. Civic partners are encouraged to make project cash contributions when possible.

Invoicing and Payment

VAT

Project costs requested from the academic institution should be inclusive of VAT when applicable. Normally VAT will only be applicable when requesting funds for capital expenditure and subcontracting. **Invoices sent from the academic institution to The Data Lab should not include VAT.**

Payment Terms

The Data Lab will pay academic partners on receipt of invoices **after the completion of project milestones within 30 days of the invoice being received.**

Payment Schedule

The Data Lab will make the same number of payments as agreed on the payment schedule shown on the project agreement.

Invoices from Academic Institutions

Once an invoice is due the Academic institution should request a Purchase Order (PO) number from The Data Lab's Project Development Manager. An invoice can then be created by the academic institution and sent to The Data Lab's Project Development Manager. **Note that the PO number provided must be quoted on the invoice.**

The invoice should show different lines for each of the costs requested to The Data Lab. That is, personnel costs, travel costs, equipment costs, subcontracting costs, Estate Costs, Indirect Costs and Infrastructure Technician costs (if separate from Estates).

Please note the following:

- If claiming travel costs the following information needs to be provided: Who travelled, where, when and the reason for travelling. This can be sent as an appendix to the claim.
- If claiming equipment or subcontracting costs, proof that payment has been made for these items (such as invoices paid by the academic institution) should be sent as an appendix.