

## UKCCS Research Centre

### Early Career Researcher Collaboration Fund - Call 1

#### TERMS & CONDITIONS OF AWARDS

The UKCCSRC will normally pay the lowest available travel fares. For example, this means that low cost airlines should be used where appropriate. Applicants are strongly advised to keep costs low by arranging reasonably priced accommodation through host institutions where possible, either in university halls of residences or in local guesthouses. Awards will normally cover travel, accommodation, subsistence, laboratory costs and insurance. Host institutions (or other funding sources) will be expected to cover any bench fees. Costs associated with accompanying dependants or medical expenses are not normally covered under the terms of the award. The UKCCSRC may only reimburse allowable expenses set by both EPSRC and the University of Sheffield; this includes no first or business class travel, and some restrictions on prices for overnight accommodation and subsistence. Please contact the Finance Team by emailing [carys@ukccsrc.ac.uk](mailto:carys@ukccsrc.ac.uk) or call Carys Blunt on 0114 215 7235 if you require clarification on any financial matters.

It is a condition of the award that the applicant completes outputs in the form of a summary technical report and a blog/social media/case study at the end of the visit. UKCCSRC Communications Officer Katie Johnson [katie@ukccsrc.ac.uk](mailto:katie@ukccsrc.ac.uk) will be in touch with successful applicants to arrange this. Invoices will not normally be processed by the UKCCSRC until satisfactory receipts of the required outputs. Claims should be submitted to the UKCCSRC within 2 weeks of completion of the collaboration and the collaboration should take place within 9 months of the award date. Further applications for funding will not be considered by the UKCCSRC until all requested outputs have been submitted.

Additionally, successful applicants will normally be contacted six months after the visit and invited to provide information on any activities resulting from the visit (e.g. joint publications, etc.). The UKCCSRC welcomes news from successful applicants at any time.

If any lectures/talks are given during the visit, or if publications connected with the visit are produced, the support of the UKCCSRC should be acknowledged by means of the following statement:

“The author(s) would like to acknowledge the financial support of the UK CCS Research Centre ([www.ukccsrc.ac.uk](http://www.ukccsrc.ac.uk)) in carrying out this work. The UKCCSRC is funded by the EPSRC as part of the UKRI Energy Programme.”

Where any of the proposed research with the collaborating institution requires ethics committee approval, the applicant will ensure that the project receives ethical approval from the host institution. Confirmation that the proposal has met local ethics standards (and also typical UK standards if they are more stringent than local standards) is required before the UKCCSRC will confirm the award of a grant from the ECR Collaboration Fund.

The award is granted for the purposes outlined in the application. The UKCCSRC must be informed of and approve any substantive changes to the proposed visit. Failure to receive written approval from the UKCCSRC about proposed changes could result in funding being withdrawn or withheld. Retrospective requests for funding or requests for reimbursements for activities that were not included in the approved application **will not be considered under any circumstances**.

Please direct any questions about non-financial matters relating to this call to the UKCCSRC Team [info@ukccsrc.ac.uk](mailto:info@ukccsrc.ac.uk) or call 0114 215 7235

Applicants must complete an expense claim form with receipts immediately after the visit and submit to their home institution who will reimburse at 100%. The home institution should then invoice the UKCCSRC team at the University of Sheffield (at the address below) to arrange reimbursement of the costs incurred. Please quote on the invoice the full final expenditure including a breakdown of the travel and accommodation details (as detailed below) in accordance with EPSRC guidelines. The template for providing a breakdown of the travel details is attached below.

Where out of pocket upfront costs would make a visit possible, please contact the Centre Finance Team to discuss before expenditure takes place.

If the exchange's actual expenses are expected to exceed estimates by more than 10%, applicants **must** seek advice, before any travel bookings are made, from the Finance Team on [carys@ukccsrc.ac.uk](mailto:carys@ukccsrc.ac.uk).

Travel and Subsistence Breakdown to be filled in and attached to the claim invoice - payment will be delayed if details are incomplete.



University:

Name of participant:

Award reference:

Invoice number:

Date of Invoice:

Travel & Subsistence Breakdown	Reason for travel	Dates of travel	100 % Cost £
UK			
Overseas			
Accommodation			
Total			

Invoices to be sent to:

Carys Blunt  
Senior UKCCSRC Finance and Research Support Officer  
UK Carbon and Capture Research Centre  
(S49) Department of Mechanical Engineering  
3 Solly Street  
The University of Sheffield  
SHEFFIELD  
S1 4DE