

How to write a Justification of Resources

So that you don't miss any costings from the Je-S form or any justifications for the items requested, we recommend that you match the costs to the proposal headings below (where appropriate).

Cost to the proposal	Justification needed	Questions to consider and answer in the justification
Staff – directly incurred posts		
Researcher/technician	<ul style="list-style-type: none"> Need to justify why a researcher is needed for the proposed work and why the proposed time input is appropriate 	Is the work of appropriate scientific content or technical difficulty to warrant employing a Research Assistant (RA)? Why has the level requested for the RA been asked for?
Staff – directly allocated posts		
Principal Investigator (PI) Co-Investigator (Co-I) and Researcher Co- Investigator time	<ul style="list-style-type: none"> The time that the PI and Co-I spend on the grant has to be justified A PI or Co-I cannot request time for supervising postgraduate research students, writing publications after the end of the project, writing grant applications or peer review 	How much time do you intend to dedicate to the project? Will you be doing all the research yourself? What work packages are the PI and Co-Is involved with and why? Have you factored in enough time to work with project partners, visiting researchers and other collaborators? Are you only managing the staff on the project?
Travel and subsistence	<ul style="list-style-type: none"> Need to give a full break down of the costs in the Je-S form for example how many people are travelling and where are they going and why? 	<p>If you are planning to visit people to discuss your research, you should explain why those are the right people to talk to and how they can contribute to you meeting your objectives. If you plan to attend conferences, you should comment on the advantages of conference attendance and give an indication of the number you want to attend during the grant, who will attend these and the type you want to go to – national/ international/ general/subject specific etc.</p> <p>Travel costs incurred when using facilities should be included where necessary</p>

Other directly incurred costs	<ul style="list-style-type: none"> • Need to give a description of what has been requested and why? • Every item requested must be justified 	<p>You must justify the need for any equipment requested</p> <p>You need to explain what the computers will be needed for and also justify the cost. If you are asking for a desktop and a laptop, then justify why both are needed.</p> <p>It is expected that the university will provide computers and laptops for the PIs and Co-Is and other research staff on continuing contracts.</p> <p>You must provide a breakdown of any costs which are included for bulk items</p>
Impact	<ul style="list-style-type: none"> • Need to justify any resources requested to support the Pathways to Impact. For example: including staff time, travel and subsistence, consultancy fees, publication costs, and public communication training 	<p>Full justification (what it is and why you need it) of each item requested.</p> <p>Please note: Patent costs and other IP costs are NOT eligible; Universities already receive funding for these from HEIF.</p> <p>Also estates and indirect costs should NOT be requested for Technology Transfer Officers (TTOs). These are project specific resources.</p>
Other directly allocated costs	<p>In some cases, such as use of internal facilities and shared staff costs, the basis of the costing doesn't need to be justified, but the need for the resources does.</p> <p>Animal costs</p>	<p>You need to explain what these are and why you need to use them.</p> <p>Have the appropriate permits and approvals been obtained if animals are to be used?</p>
Estates and indirect costs	<ul style="list-style-type: none"> • Do not need to be justified 	
Research facilities (at research organisations)	<ul style="list-style-type: none"> • Only time needs to be justified 	<p>You need to explain what you are using the facility for and why you need to use this particular facility.</p>
Pooled technicians	<ul style="list-style-type: none"> • For example workshop or laboratory technicians based at the university. Usually not named 	<p>You need to explain why you are using a pooled technician and justify the amount of resource requested.</p>

Infrastructure technicians	<ul style="list-style-type: none"> For example Health and Safety Officer at university. Cost should be displayed separately to estate and indirect costs in the other directly allocated costs box. This cost does not need to be justified 	
Exceptions		
PhD student	<ul style="list-style-type: none"> Need to justify why a PhD student is needed for the proposed work 	Will a student be skilled enough to tackle the research problems, and will they in all likelihood get a thesis out of it?
Equipment over 50k	Please see the latest guidance on equipment by selecting the link.	<p>Why do you need this equipment for this proposed research? What will it be used for and who will be using it?</p> <p>For large surveys to be treated on the same basis as equipment, the applicant will need to confirm that the survey outputs will provide an ongoing resource for use by the research community and therefore contribute to the national science base. Applicant should also note for surveys that 100% funding only applies when survey work is sub-contracted to a third party following competitive purchasing processes and in compliance with EU tendering rules.</p>