

## Attachment 2: Modifications to 2015 Grants Programmes Application Instructions

Thank you for your initial feedback on and questions about the 2015 Grants Programmes application instructions. Based on your feedback, we have made a number of amendments to the instructions (Innovation and Development, and seed grants) where appropriate. An updated version of the instructions (v2) is now uploaded on the website.

### **Main questions we have received are:**

1. Are applications for Innovation and Development (I&D) grants required to have project partners?

Project partners are required for all I&D grants, as specified under Item 4, E (page 13). In *Appendix 7: information about project team and governance*, this was not spelled out. We have now updated Appendix 7 to include identical information as per Item 4.
2. Do applications need to include a completed project impact plan?

Yes, this is required for I&D and Seed grants – basing it on the template in *Attachment 6* of the I&D grant instructions is strongly recommended. Answers to the questions in the appendix are to be submitted as well.

If applicants favour another way of planning for impact that they believe will deliver the same objective, this can be considered on a case-by-case basis. Please be in touch if you receive any questions about this.
3. *Item 5: Programme priorities 2015* of the I&D grant instructions states that all applications need to address one (or more) of the priority areas – is this correct?

Applications can address one or more priority areas, but one priority area needs to be selected for the purpose of submitting the application through the OLT Grants Portal, for both I&D and Seed grants. Applicants are advised to choose the most appropriate priority area for their application. This has been updated in the instructions.
4. *Appendix 2: obligations associated with receiving a grant*, under ‘financial reporting’, the information was incorrect (in I&D instructions)

It stated that ‘a financial acquittal of first payment ...must be provided by the agreed completion date of the project’. Instead this has been amended to ‘a final financial acquittal ...must be provided...’.
5. *Appendix 8: project budget*, included a maximum 28 percent rate for on-costs. We have received feedback that this rate is not necessarily the same at all institutions. We have therefore removed the maximum 28 percent. Please calculate the on-costs based on the percentage used at your institution.

6. In addition, we have made some small updates to the OLT portal. These are minor changes only, and will make submitting an application easier and faster. Updates include:
  - the 'team in agreement' tick box is removed and is not required to be completed
  - the discipline list has been updated