

PLEASE CONSULT THE '[COST HELP SHEET](#)' FOR ALL PROJECT COST ESTIMATES

Joy Welch Fund FAQs - Answers to frequently asked questions:

General Project Information

1. There are no strict cost rules for JWF projects, but a minimum of 12 projects must be awarded from the £100,000 fund. Many projects are awarded between £9K and £11K. A strong application with an appropriately costed budget is essential. Under-costed projects may be deemed unfeasible.
 2. As per the guidance, PIs have 12 months from the project start date to spend the budget.
 3. Applications must include a clear budget price, a breakdown, and justifications. **Price-only applications without justification will be eliminated.**
 4. Timesheets for any JWF project staff do not need to be submitted for this call.
 5. **The same project cannot be submitted for funding for more than three consecutive years, whether successful or not.**
 6. The JWF does not require specific research themes. Applications must only adhere to scheme guidance and applicant criteria.
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Staff-Related Information

1. The JWF funding opportunity is only available to employed Lancaster University staff and is not intended to fund either national or international Co-Investigator costs overseas.
2. Internal, and external overseas co-investigators are permitted on JWF research projects with no cost for time.
3. Research staff (in externally funded roles) can be a JWF project PI if they meet the applicant criteria (e.g., postdoc or equivalent experience), their contract extends beyond the project's end date, and they have approval from their line manager and head of department.
4. We are bound by the JWF terms that state "The existence of "The Joy Welch Post-Doctoral Grants" should be well publicised around the University campus(es) and related relevant channels." This means the **JWF scheme is open to Lancaster post-doctoral researchers if they are based at non-UK campuses e.g. Leipzig, Ghana and Weihai if they meet the applicant criteria** (*note successful overseas LU applicants would need to claim back money through expenses or another similar route, to be finalised at the award stage*).
5. Joint applications are allowed between Lancaster academics.
6. **Principal investigator salaries are not eligible costs.** Externally funded research staff acting as PI must ensure their salaries are not requested as part of the JWF costs.
7. Externally funded research staff can act as research assistants (PDRAs) on a JWF project if another academic serves as PI, making the former's salary costs recoverable.
8. Casual research assistants can only be employed for up to three months (full-time). Longer engagements require formal employment contracts.
9. Applicants to the JWF must be on a salaried, indefinite contract (**Teaching and Research (T&R), Teaching and Scholarship (TS), or Research Only (RO)**) to be eligible for the JWF. Staff not on the payroll are ineligible to apply e.g. honorary visiting academics.

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10. Technical staff are eligible to apply if they meet the criteria, their contract lasts beyond the JWF project, and they obtain line manager and head of department approval.
11. The PI's FTE is not recorded in our finance system (ACP) because the JWF scheme doesn't cover salary costs. PIs should notify their HODs for workload purposes and request post-award staff to add a note in ACP about the PI's FTE commitment if necessary.
12. Emeritus or retired staff can complete JWF projects if they begin before retiring.
13. There are no legal restrictions on the number of hours UK and European Economic Area (EEA) students aged 18 or over can work while studying. [Lancaster University](#) recommends no more than 10 to 15 hours a week during term time. Any student considering a research assistance role on a project should check the terms of their course before committing.
14. A PhD student cannot be a COI but can be recruited to undertake limited research support work if the time commitment does not exceed the limit set by their study scheme.

Budgeting and Costs

1. Stipend costs should be categorised as "Research Assistance" and calculated using casual pay rates, such as Grade 6 hourly rates.
2. Costs for research assistance can include UG/PG students, calculated on a casual hourly rate, slightly higher than normal rates due to the inclusion of holiday pay. The minimum is a grade 6, spine 24 for research-related activities (see the project 'cost help sheet').
3. Book all travel claimed for your JWF project through Key Travel and Trainline: <https://portal.lancaster.ac.uk/intranet/services/money/travel/travel-team/> if travel is booked by yourself and without prior approval from the travel team your costs may not be reimbursed.

— The flight I am looking at is cheaper online can I book myself and claim back?

Airlines have many different fares flights and prices change regularly, on a rare occasion when the price is cheaper Key Travel will endeavour to match the airlines website price.

Please send the travel team the quote and we will request the price match.

(The trip needs to originate in the UK and the quote will need to be the airlines own website; we can't match other websites e.g. Skyscanner as the prices quoted are not live and often from websites without ATOL protection)

As per the travel guidance all travel is to be booked via Key Travel or the travel team so expenditure can be tracked. Key Travel provides a duty of care as all trips can be tracked via the Amadeus system which can alert us on any issues while you are abroad. They also provide environmental information in line with the sustainability policy.

4. The inclusion of a current member of the researcher staff as a PDRA must not increase their FTE beyond 1.00 or 100%.
5. All recruitment charges for research staff (PDRAs) must be included in the budget (£255 per PDRA).
6. **PROJECT NON-STAFF COSTS:** JWF awards can include costs for interpreters, translators, consultants, sub-contractors (normal restrictions to sub-contracting fees withstand i.e. for contracts < £10,000 obtain one written quotation and £10k> several quotations are necessary to ensure value for money) and a variety of other non-staff costs e.g. travel (follow university

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travel booking guidelines as above), subsistence, accommodation, workshops, participant gift vouchers, and data download. For non-staff costs, please follow [university procurement guidelines](#). **Please consult the list of commonly asked procurement questions and if you cannot find the answer you need, please [email procurement](#).**

7. If your project is awarded and you need to amend the costs for research support staff, please contact rso_postaward@lancaster.ac.uk for further guidance.
8. If your project is awarded, non-staff resource costs are flexible regarding what can be adjusted but if you are unsure, please contact rso_postaward@lancaster.ac.uk for further guidance.
9. Overseas non-staff COI costs can be transferred on the signing of a collaboration agreement and satisfactory Due Diligence checks.
10. Eligible staff support and the associated costs on a project can involve research or administration support.

Clarifications for Applications

11. Bibliography entries should include key relevant outputs for the application, not the applicant's entire academic bibliography.
5. Project partner letters must be included within the application form (copy and paste under the application form table). **Do not attach separate PDFs.**
6. Overseas project COIs, key collaborators and/or stakeholders crucial to the research will require **Due Diligence checks**.
12. All JWF applications must propose a discrete piece of research, not a request for costs to exclusively support travel, conference funding, or top-up funding for existing projects.
13. Lancaster University's strategic research alignment is not a requirement for applications.
14. There is no "intention to submit form"; only the full application form is required.
15. We are unable to share previously successful Joy Welch applications.

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