



Flexible Research Fund: Frequently Asked Questions



Note:

Please carefully read this Guidance Document, the Grant Specification document, and the FAQs before completing the Grant Application Form; they will provide valuable information for your application. These documents will answer many of your questions that enable you to complete the Grant Application Form.

- This material has been funded by UK aid from the UK government; however, the views expressed do not necessarily reflect the UK government's official policies.

Competition Organisation

1. When does the competition open and close?

The competition is being launched on 14th November 2022 and closes at 23:59 hours UTC on 5th December 2022.

2. How can I find out more information about the competition?

By attending the webinar planned on Wednesday 23rd November at 12:00pm UTC. Please sign up [here](#) to register for the webinar. The competition details will be reviewed and there will be an opportunity to ask questions. Recordings of the webinars will be made available on the CCG website shortly after.

3. Is this competition a one-off?

No. Although this is the first competition under the CCG-FRF. It is expected that more calls will be launched over the lifetime of the programme.

4. Can I apply for more than one call topic?

Yes. However, if you wish to apply to more than one call topic, you must complete separate applications and ensure you have the resources available to complete all projects successfully.

5. Which documents do I need to enter the competition?

To enter the competition, you must submit your completed Grant Application Form. Do NOT add a password to the document. If you cannot submit the application, please contact CCG@lboro.ac.uk for alternate document format options. All documents submitted must be completed in English.

You must have read the Guidance document, FAQs, and Grant Specification document prior to submission of your application.

6. When do I submit the Due Diligence form?

If your project is successful, you will be asked to submit your Due Diligence Questionnaire (DDQ), along with all supporting documentation. This must be submitted within 5 working days of the email being sent requesting this information. Failure to do so will result in a disqualified application.

However, in the interest of faster processing of the contract, it is recommended that DDQs are submitted with your application.

Please note that if the Due Diligence Assessment is failed, the application will be disqualified.

7. My organisation is based outside of the UK, can I enter?

Yes. Loughborough University would be happy to consider an application from organisations based anywhere in the world. However, the beneficiary country must be a country supported by FCDO and specified in the call topics you are applying for.

8. Is my personal data protected under GDPR?

Yes. Please see the Loughborough University [Data Privacy Policy](#) for further information.

9. Where can I find more information about Climate Compatible Growth?

For more information please visit the CCG website [here](#).

Funding and costs

10. How much funding is available?

The November 2022 CCG-FRF competition will include:

1. A targeted call for research on “The energy system implications of transitions to clean cooking in Zambia”. A budget of GBP100,000 for a single project. The project will be for a duration of up to 18 months.
2. A targeted call for research on “Financing energy efficiency and conservation in Lao PDR”. Budget of up to GBP75,000 per project, the CCG programme may commission more than one project, depending on the complementarity of projects proposed, timelines and budget. Projects will be for a duration of up to 18 months.
3. A targeted call for research on “Incentives for private investment into climate-friendly projects in Zambia”. Budget of up to GBP75,000 per project. The CCG programme may commission more than one project, depending on the complementarity of projects proposed, timelines and budget. Projects will be for a duration of up to 18 months.
4. A targeted call for research on “Renewable energy policies in Kenya”. A budget of GBP60,000 for a single project. The project will be for a duration of 6 to 9 months.
5. A targeted call for research on “The impact of low energy demand on the sustainability of electricity systems”. Budget of up to GBP100,000 per project, the CCG programme may commission more than one project, depending on the complementarity of projects proposed, timelines and budget. Projects will be for a duration of up to 18 months.
6. A targeted call for research on “Macroeconomic implications of the Green Growth Strategy in Zambia”. Budget of up to GBP75,000 per project, the CCG programme may commission more than one project, depending on the complementarity of projects proposed, timelines and budget. Projects will be for a duration of up to 18 months.
7. A targeted call for research on “Low carbon transport futures in Zambia”. Budget of GBP100,000 for a single project. The project will be for a duration of up to 18 months.

11. When can you claim the first payment?

Across all call topics, the first payment will be issued upon contract signing. The remaining amounts will be paid upon approval of progress reports, and final completion of the project.

The quality of your work will be judged by the CCG FRF management team who will provide you with the expertise and support throughout your project duration. They will have to confirm they are satisfied with the progress made and only then you will be allowed to invoice Loughborough University.

12. When will payment be made?

Payment will be made following the submission of relevant documentation:

1. 30% after contract signing
2. 20% at reporting stage one,
3. 20% at reporting stage two
4. 30% at final reporting.

Payment will be made subject to the submission, and approval, of a progress report, as set out in the Grant Disbursement Agreement. If the Grant Recipient fails to comply with any of the conditions of the Grant set out in the Grant Disbursement Agreement, Loughborough University may reduce, suspend, or withhold Grant payments.

13. Can we add some profit margin?

No. The Grant is paid to research a concept not to provide profit, therefore, the only claim that can be made is for costs incurred in the research of this concept.

14. What can I include in the project finances?

Please use the following categories of costs in your application (as noted in Q6 of the application form):

Cost Items
Staff: Broken down by name of employee, number of days and a date rate. (e.g. John Smith, 10 days, £250/day)
Consultancy / Sub-contracting costs (£)
Material costs (£)
Travel costs (£)
Subsistence Costs (£)
Communication and events costs (£)
Research costs (£)
Other costs (£) (please specify)
TOTAL COSTS

15. What are the rules on VAT?

VAT should not be added to any invoices for Grant payments.

Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding.

If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from your local tax authority (e.g., HMRC in the UK), you must ensure that the cost of these VAT payments is included in question 6 of your Grant Application Form.

Any VAT payment during the delivery of research that is not recoverable from HMRC or other national revenue authority and not identified in question 6 of the Grant Application Form will not be paid by Loughborough University.

To clarify, if you will be liable for any VAT costs, these must be costed into the project at the start.

16. Should overheads be included in the salary rates or shown separately?

Salary rates should already include some overhead costs and therefore there should be no need to add further overheads.

17. What salary rates should we use?

The salary rates must be justified and appropriate, and not higher than market values. Rates will be judged on the staff's level of expertise, where they are located and compared to market rates. The panel will assess whether the number of staff days on offer will deliver the proposed project and whether the number of total staff days offered signifies value for money.

18. Do I need to keep receipts of my expenses?

Yes, you will need to submit relevant receipts/ invoices for expenses as evidence of project costs at the end of your project. You should retain all originals in case of an audit. As a Grant Recipient, you will be required to explain costs incurred including staff time and supply receipts as outlined above.

Implementation and Grant Management

19. What are CCG's expectations of the deliverables?

You will provide regular updates to demonstrate that progress is in line with the expected milestones and that the research will deliver or disprove the expected solution. A milestone reporting document will be distributed at the project inception.

Upon final completion of the project, a final reporting form will be distributed and should be filled in summarising the key findings, outputs, and impacts. It will be in plain English. Payment of the Grant will be on the condition of high-quality final outputs.

All projects will be required to publish their results- e.g., as academic journal papers, policy briefings and working papers etc. These will be disseminated by the CCG programme via our networks and key stakeholders.

20. When should the project start?

Projects will start in January 2023. Project kick-off meetings are expected to take place shortly after the project starts.