

How to prepare an application under the RCUK-FNR agreement

1. Applications are welcomed in any single or cross-disciplinary area which fits within the remit of one or more of the UK Research Councils. Details on the remits of the UK Research Councils can be found at <http://www.rcuk.ac.uk/research>. Please note that proposals are not limited to the set of national priorities covered by the FNR CORE programme.
2. All proposals under the RCUK-FNR-agreement will need to be submitted to one of the UK Research Councils. Therefore UK and LU based researchers **should identify the RCUK funding scheme** which is most appropriate to support their common research project. Bi-lateral projects cannot be submitted to the FNR.
3. Schemes to which applicants can apply may be either **responsive mode schemes** (covering all areas of Research Council remit) or **targeted calls**.
 - a. For **responsive mode schemes**, UK and LU teams are free to apply according to the specific application guidelines of the scheme.
 - b. For **targeted calls**, submitting a proposal is only allowed upon prior approval of the FNR. This is due to the fact that projects within these targeted calls may require budgets much larger than for standard research projects. UK and LU teams need first to inform the FNR about the topic, scope and requested budget. Based on the provided information, the FNR will decide whether to allow for an application based on the following criteria:
 - i. Strategic importance for the LU research environment
 - ii. Budget availability
4. The following schemes fall under the '**responsive mode**':

AHRC	1) Research Grants 2) Fellowships 3) Networking 4) Follow on Funding
BBSRC	Research Grants
EPSRC	Research Base Funding
ESRC	Research Grants
MRC	Partnership, Programme and Research Grant Schemes
NERC	Standard grants
STFC	Not applicable

All other calls issued by one of the UK Research Councils fall under the '**targeted calls**'.

5. Interdisciplinary and cross-disciplinary applications which cross the remit of more than one of the UK Research Councils will be processed according to the RCUK cross-Council funding agreement. Further details can be found at: <http://www.rcuk.ac.uk/research/Pages/FundingAgreement.aspx>
6. Applications can be made from any institution(s) eligible for RCUK funding (researchers based in RCUK research institutes should check their eligibility with the relevant Research Council). Information on eligibility for RCUK funding can be found at <http://www.rcuk.ac.uk/research/Pages/Eligibilityforrcs.aspx> or in the guidance notes of the relevant scheme for each Research Council.
7. In order to benefit from FNR funding, Luxembourg applicants need to be from FNR eligible institutions, i.e. public research centres, the University of Luxembourg and public bodies, departments and establishments in Luxembourg with an authorisation to undertake research in their areas of competence.

Submission of applications

8. UK and LU teams should submit bi-lateral proposals **via the Joint Electronic System (Je-S)** to the specific scheme of the UK Research Council.
 - a. There are some differences in the Je-S format between Councils and applicants should ensure that they follow the relevant guidelines and requirements for the individual Council covering the remit of their research.
 - b. In order to identify UK-LU bi-lateral proposals, applicants should **include 'FNR' in the title on Je-S**.
 - c. The consortium may be composed of several UK and/or several LU based research teams eligible at the respective funding agencies. Teams from other countries may also participate within the specific guidelines of the scheme.
 - d. In addition to all forms requested by the UK research council, applicants need to complete and submit the following set of FNR related documents:
 - i. [Project Plan](#)
 - ii. [Budget sheet for FNR requested funding, based on an EXCEL template](#)
 - iii. [Budget justification for FNR requested funding, based on a WORD document](#)These documents should be completed, converted to PDF and uploaded as attachments to the JeS form.
9. The consortium is also requested to send the complete set of documents to the FNR (for information only).

Costing of proposals

10. All costs being requested from RCUK must be eligible under normal Research Funding Rules. Costs should be requested by completing the relevant finance fields of the Je-S form. Costs being requested from the FNR for Luxembourg based investigators should not be entered into these fields.
11. All costs requested from the FNR should be eligible under the general rules and procedures for FNR research grants (<http://www.fnr.lu/en/content/download/8910/49326/version/1/file/INTER+Budget+Guidelines+new+2013.pdf>). In general terms, costs which can be claimed from the FNR can include:
 - Personnel
 - Equipment
 - Consumables
 - Travel
 - Other costs
 - Overhead

Processing of applications

12. The UK Research Council will lead on the processing and assessment of the application. By submitting the application, all applicants and individuals named on the application agree that any personal information on that proposal can be shared with officers of the FNR and nominated experts.
13. On receipt of the application the UK Research Council will forward a copy of the completed application to the FNR for eligibility checks. The eligibility criteria can be found on <http://www.fnr.lu/en/Research-Programmes/Beneficiaries>. Once these have been completed the UK applicants will be notified whether the application has been accepted for processing. The UK Research Council will approach the relevant number of peer reviewers according to normal scheme rules and procedures. It is anticipated that reviews will be obtained from a minimum of three reviewers, unless the scheme involves a streamlined assessment process.
14. Once peer reviews are completed, the proposals will be submitted to the decision-making/advisory body of the UK Research Council.
15. The relevant UK Research Council will notify the FNR once a decision has been made. Under the terms of the Agreement, the FNR agrees in principle to accept the results of the peer review process as presented by the relevant UK Research Council.
16. In case of a negative funding decision, the relevant UK Research Council will issue a decision letter to the UK applicant on behalf of both organisations.
17. In case of a positive funding decision, the FNR will confirm funding and agree award start dates with the UK Research Council.

18. Once the UK Research Council has confirmation from the FNR they will then issue a decision letter to the UK applicant on behalf of both organisations.
19. The UK Research Council will issue an award for the UK component to the UK applicant's institution according to normal processes and procedures.
20. The FNR will issue an award for the LU component to the LU applicant's institution according to normal processes and procedures.

Intellectual Property

21. It is the responsibility of the Research Organisation, and all engaged in the research, to make every reasonable effort to ensure that the outcomes obtained in the course of the research, whether patentable or not, are used to the advantage of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences - for example to inform potential users and beneficiaries of the research.
22. Unless stated otherwise, the ownership of intellectual property, and responsibility for its exploitation, rests with the organisation that generates it. Where the grant is associated with more than one research organisation and/or other project partners, the basis of collaboration between the organisations, including ownership of intellectual property and rights to exploitation, is expected to be set out in a formal collaboration agreement. It is the responsibility of the Research Organisation to put such an agreement in place before the research begins. The terms of collaboration agreements must not conflict with FNR and RCUK terms and conditions.
23. Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.
24. The Grant Holder should, subject to the procedures laid down by the Research Organisation, publish the results of the research in accordance with normal academic practice. Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from RCUK and FNR, quoting the grant reference number if appropriate.
25. The Research Organisation must ensure that all those associated with the research are aware of, and accept, these arrangements.

Post Award Management

26. Award holders should contact both the FNR and the funding UK Research Council concerning any changes to any of the award holders' institutional affiliations or other aspects of the grant during its life-time. If necessary, the funding UK Research Council and FNR may consult with each other before agreeing any changes to the grant's status. This will normally be dealt with on a case-by-case basis.

Progress and Reporting

27. Where these are required by the UK Research Council/ FNR they will be submitted according to the normal procedures of those organisations. The required reports will cover the development of the whole project (and not only of the national party). Any additional requirements for reporting on the effectiveness of the international cooperation will be detailed in the relevant Research Council's and the FNR's guidelines for applicants.