



# UK NRP Hot Topics Workshops Call Applicant Guidance

## Section 1: Guidance for completing the Application Form

**Please note that the language used should be accessible to readers and reviewers from widely different disciplines and backgrounds**

### Section 1: Summary of Proposed Workshop

**1.1 Title of the Workshop** – Please ensure this is relevant and concise. It will be possible to refine the title (within reason) following any award.

**1.2 Summary of the Workshop objectives (max. 200 words)** – Please provide a non-confidential summary of the objectives, describing the scientific rationale and how your proposal aligns to the aims of the call Please explain clearly and concisely what the workshop will achieve.

**1.3 Timing, duration and cost** – The workshop must take place **before 31 July 2020**. It is expected that most workshops will be one day only. A total contribution of **up to £10k** can be requested for the workshop.

**1.4 Contribution to the Workshop (in cash or in-kind) from other sources (max. 150 words)**  
Contributions from other sources are welcome particularly where these add value to the event. Please briefly summarise any confirmed or potential contributions (in cash or in-kind) from host institutes and other partners to the collaboration. Any confirmed contributions from the host or other organisations should be detailed in the letter of support.

**1.5 Keywords** - Please provide any relevant keywords associated with your proposal (include: (include: research areas & disciplines, disease area(s), sectors and/or stakeholders involved, industry type(s) etc.). Applicants can refer to Medical Subject Headings (MESH terms) for appropriate keywords <http://www.nlm.nih.gov/mesh/>.

## Section 2: Workshop Leads

**2.1 PI and 2.2 Co-I** - Please complete details for both the PI and Co-PI, one of which should be an early career researcher (i.e. taking steps to independence). Please state the expected time per week to be spent on the planning and overall management of the Workshop.

NB: Both the PI and Co-PI must be eligible for funding. For further details regarding eligibility for funding please refer to the [MRC Guidance for Applicants](#). Further information on the definition of eligible organisations can be found in the MRC [guidance for applicants](#) and at the UK Research and Innovation website: <https://www.ukri.org/funding/how-to-apply/eligibility/>

**2.3 PI and Co-I Expertise (max. 300 words)** - Please provide a brief description of the Principal Investigator and Co-Principal Investigator's area of expertise, track record of research and/or funding. Please highlight relevant experience and explain why you are well-placed to organise the workshop

***Please include a short CV for the PI and Co-PI (max. 2 pages of core CV and 1 page of relevant publications for each investigator). Attach both CV's to the end of this form.***

## Section 3: Rationale for the Workshop

**3.1 Please describe why you wish to hold a Workshop on your chosen topic/challenge area and why there is a need for this in the nutrition field (max. 400 words)**

This is an opportunity to place your proposed workshop in the wider context:

- The **need** for a workshop in this area, and the relationship to other events in the UK (or beyond)
- Why is the topic/challenge timely and of particular interest to a range of researchers/disciplines?
- Who and how many people are likely to attend? Demonstrate that there is an existing or identified emerging **community interest** in the topic (see also 5.2).

**3.2 Please provide a summary of the specific topic/challenge and how the proposed Workshop will contribute to addressing this (max. 350 words)**

This is an opportunity to provide more depth and detail relating to your proposed topic/challenge. Although workshops are exploratory and are expected to contribute to addressing a challenge rather than solving it, they should start with clearly defined purpose which will engage and encourage participation.

- What is the niche and unique selling point for the proposed workshop? How might it contribute to advancing the field?

## Section 4: Workshop Organisation

**4.1 Please provide high-level plans for the organisation and delivery of the workshop (max. 250 words)**

**4.2 Plans for wider engagement and outreach and the inclusion of other disciplines and early career researchers (max. 250 words)**

Please describe how the workshop will be organised efficiently and managed fairly and transparently:

- Who will help you to plan (and deliver) the workshop?
- Plans for workshop support/co-ordination; publicity (via web; learned societies etc)
- Plans to aim for a balanced participation in particular with regards to equality and diversity; disciplines; career stages

## Section 5: Workshop Format

**5.1 Please describe your initial thoughts on how the Workshop will be structured and any particular approaches to deliver your aims (max. 350 words)**

- The programme format and content
- What topics of interest will be covered by the workshop?
- The intended mix of events, such as invited presentations, likely speakers, breakout groups, debates and discussion sessions, panels, etc.
- How will different perspectives be brought into the workshop? e.g. Chairs and speakers from different institutions and disciplines

**5.2 Please provide details of experts who have expressed an interest in participating in the Workshop (up to 12 names for illustrative purposes)**

- Likely level of interest from the community in participating. Please **do not** add the names of people if you have not spoken to them and confirmed their interest.

## Section 6: Knowledge Exchange and Results Dissemination

**6.1 How will the outcomes of the Workshop be disseminated? (max. 250 words)**

This should include the approach to engagement and information sharing, and how Workshop outcomes will be communicated.

## Section 7: Planned follow-up activities

**7.1 Please describe any plans for follow-up activities (max. 250 words)**

Include examples of planned activities or ideas to maintain momentum after the workshop.

## Section 8: Workshop costs

**8.1 High-level justification for the sum requested (max. 350 words)**

Your budget section should summarise and justify the costs you would like covered by your Workshop Grant. Headings to be used as follows:

- Venue and equipment hire
- Reasonable catering costs
- Travel and subsistence costs e.g. for organisers and keynote speakers
- Investigator time - costs for the principal investigator (PI) and Co-investigator (Co-I) time spent in managing the workshop
- A contribution to administrative support
- Estates and indirect costs
- Report writing, communication and dissemination activities
- Other workshop expenses
- Accommodation costs (where absolutely necessary)

**Budget Adjustments:** It is appreciated that the costs provided are best estimates and might be subject to some change post award. Following award, reasonable adjustment between cost headings will be allowable but more substantial changes, particularly movement of funds into staff costs, *may* need written approval by the MRC. Once an award has been agreed the MRC will not meet any increases in overall cost.

## **Section 9: Signed letter of support from PI's host organisation**

**A mandatory letter of support is required** from a senior representative from the Principal Investigator's host institution. The letter should indicate approval of the workshop proposal and the resources requested. The letter should also detail any confirmed support being provided by the lead host institution, or other organisation(s). The letter should be a maximum of two sides of A4 (or equivalent) on headed paper, bear the title of the proposed workshop, be dated and signed by the named contact, stating the capacity in which they are providing the sign off/approval.

The Principal Investigator's host institution will receive the funding for the workshop and will be responsible for i) any allocation of funds to other parties who have also incurred workshop related costs ii) ensuring the funding provided is used for the stated activity (as set out in the proposal) iii) ensuring data protection requirements are fully met (see below).

***Please attach the letter of support to the end of this form, after the CVs.***

## **Section 2: Additional important notes**

### **Data Protection**

The Workshop organiser and their host organisation will need to hold and use personal data in order to support the delivery of the event. It will also be necessary to share participant details with the venue to allow them to manage attendance and any accessibility and/or dietary requirements. In addition, a Workshop Report which include a list of participants is a key output. Management of personal data for the event must meet General Data Protection Regulation (GDPR) and Data Protection Act 2018 requirements. Further information: [GDPR Resources](#)

## **Section 3: Reimbursement of workshop costs incurred**

Funding will be paid to the lead Principal Investigator's host organisation who will be responsible for any allocation of funds to other parties who have also incurred workshop related costs. In order to receive reimbursements for workshop costs, the Finance department for the lead PI's host institution should submit an invoice and expenditure summary for workshop charges against the cost headings set out above. These should be submitted within 30 days following the workshop meeting. All receipts related to workshop costs should be retained and we reserve the right to request to see these before payment is made. We reserve the right to refuse reimbursement for any items which do not comply with public sector budgetary guidelines.

To reimburse any contribution to administrative costs assistant, you need to record the number of hours they worked and how much they were paid per hour.

Please be aware that when booking packages that combine accommodation and travel, a receipt must be provided that breaks down the cost for accommodation and travel separately.

Please do not submit reimbursement documentation *until all receipts are gathered*.

## **Section 4: Workshop Costing Guidelines: Venue, accommodation, travel and catering** (Effective date: August 2019)

### **Workshop costs - General considerations**

The workshop costs will be met from public funds and therefore it is imperative that there is full compliance with this policy and that claims are processed in a consistent and effective manner. All those making claims under this policy are expected to recognise their obligations to consider alternative, cheaper options, and to make claims only in respect of costs properly incurred. The purpose is to deliver the workshop in the most convenient and cost-effective manner.

**Workshop organisers are expected to seek value for money and to order, book or authorise the lowest cost option that meets their business needs.**

In line with our commitment to environmental sustainability, workshop participants are encouraged to consider and to try to minimise the environmental impact of any journeys made in relation to the workshop.

### **Principles**

1.1. The objectives of this guidance are:

- To provide clarity on allowable costs and their limits
- To reimburse workshop organisers promptly for expenses properly incurred for the workshop
- To obtain maximum value for money from the workshop expenditure and ensure the expenditure represents the necessary and reasonable costs incurred by or on behalf of those who are properly engaged in the workshop
- To minimise the cost of administering this expenditure, especially time spent by workshop organisers making travel arrangements and submitting claims for reimbursement of expenses

1.2 All expenses processed through the MRC/UKRI accounts will be treated as if they were paid for by public funds irrespective of the actual source of funds

1.3 The reimbursement of expenses is on a receipted and actual basis; workshop organisers must keep the receipts/bills submitted by participants and invoices raised in relation to the workshop; the MRC reserves the right to request a copy of these at the time reimbursement is sought by the workshop organiser.

1.4 Expenses will only be reimbursed if they are claimed in line with this policy

1.5 The MRC recognises that in exceptional circumstances (e.g. emergency situations) a workshop organiser may have to deviate from this policy. Such exceptional claims must be accompanied by an explanatory note, which will be judged on a case by case basis. If possible, it is recommended that any *major deviations* from policy are discussed with MRC at the earliest opportunity.

1.6 Localised policies that override this expenses guidance are not permissible

1.7 Participants/workshop organisers may not claim the same expenses from the MRC and another body

### **Workshop venue**

- When quotes have been obtained and compiled the expectation is that workshop organisers will choose the cheapest feasible option. As a guide, the day delegate rate (DDR) for a full day meeting (including venue hire, standard lunch, refreshments, meeting equipment and support) should not exceed £75 per person (including VAT), and may be considerably less.
- Workshop organisers not wishing to use the cheapest venue option will need a compelling case to use a more expensive venue
- The chosen venue should have satisfactory personal security arrangements and adequate emergency procedures

### **Accommodation**

- If accommodation is necessary organisers should seek hotels which offer good value for money, or where discounts have been negotiated, and recommend these hotels to those who need overnight

accommodation. The recommended accommodation should have satisfactory personal security arrangements and adequate emergency procedures.

- Workshop participants should book their own accommodation and claim it back from the workshop organiser using an expenses form and providing the invoice/proof of payment
- It is the responsibility of the workshop participant making a claim to ensure accommodation expenses have been agreed and are being covered by the workshop organiser. The organiser should make the participants/claimants fully aware of budget limits.
- Where “discounted” accommodation is known to be available, reimbursement for bed and breakfast will be restricted to the amount that would have been spent if that accommodation had been used
- Participants should be made aware that if they cancel accommodation, then unless there is an important/unforeseen reason for this they must bear any costs incurred. Wherever possible, accommodation should not be paid for in advance, to reduce costs incurred in the event of cancellation.
- Accommodation costs must remain within the limits outlined below
- On the occasions where it is *necessary for participants* to stay overnight in a hotel, the cost of a reasonable evening meal within the limit (up to £25 including VAT) may be reimbursed. This limit is inclusive of additional extras including a beverage and tip (up to 10% of total bill). Reimbursement will not be made where a suitable meal is provided e.g. full board or workshop dinner is provided.
- Extras, such as newspapers, room service, mini-bar, film/DVD hire *must* be met by the participant – please note this is not exhaustive

#### Maximum accommodation rates in the UK:

London (including breakfast)	Maximum <b>£170 inc VAT</b> per night
Elsewhere in the UK (including breakfast)	Maximum <b>£120 inc VAT</b> per night

#### Personal Incidental Expenses (PIE)

- PIE may be paid for those participants for which an *overnight stay is necessary*
- When full board is included in the cost of the overnight stay, no subsistence will be reimbursed but a limited PIE can be claimed, if justified, to cover incidental out of pocket expenses
- The current PIE limit is £5 (including VAT) for a 24-hour period. All claims for PIE need to be submitted with itemised receipts. Claims for a flat-rate £5 are not permitted.

#### Travel costs

- Workshop participants should book their own travel and claim it back from the workshop organiser using an expenses form and providing original travel tickets/proof of payment
- It is the responsibility of the workshop participant making a claim to ensure travel expenses have been agreed and are being covered by the workshop organiser. The organiser should make the participant/claimant fully aware of budget limits and that first class travel is not permitted.
- Participants may choose their own form of transport subject to the overriding consideration of value for money. The forms of transport claimants may use in order of preference are:
  - Public transport by rail, tube, coach, bus, aircraft, or ferry
  - Self-drive hire cars (where these are better value for money than private travel)
  - Privately owned vehicles, i.e. motor cars, motor cycles and bicycles
  - Taxis (where these *are necessary* – see below)

- Claimants travelling by train who would otherwise have required hotel accommodation have the option of a sleeper cabin. This is limited to single occupancy of a twin berth which can be purchased alongside a standard class ticket.
- Participants should be made aware that if the attendee cancels accommodation, then unless there is an important/unforeseen reason for this they must bear any costs incurred
- Participants are normally expected to travel standard class by train and economy class by air. In line with Government announcements (24th May 2010) claimants **are not** permitted to travel by first class on any form of transport including air and rail. This exclusion also applies to business class air travel. The only exception to this is where a claimant has additional needs and requires first class travel. In this instance, evidence must be provided by the participant to the workshop organisers seeking their authorisation prior to booking. This evidence and justification will need to be provided to the MRC when seeking reimbursement of costs after the workshop has taken place.
- If workshop organisers allow, travellers may upgrade from standard to premium economy, business or first class at their own expenses (or use of personal reward miles) but the organiser (and thus the MRC) can only reimburse the cost of the standard fare
- For flights over five hours in duration, claimants may travel in premium economy
- The MRC will not reimburse claims where private Air Miles have been used for travel and the cash equivalent is sought upon redemption

### **Privately Owned Vehicles**

- The driver is responsible for ensuring the vehicle is in a roadworthy condition
- When using their own vehicle, participants must ensure that it is licensed, appropriately insured for business use and has a valid MOT certificate if applicable
- Reimbursements will not be made to any claimant who receives a fine for not ensuring the vehicle is appropriately insured or not having a valid MOT certificate
- It is illegal to use a hand-held telephone or other similar device in a vehicle unless it is safely parked. Reimbursement will not be made to anyone participant who receives a fine for driving whilst using a hand held mobile phone or similar device.
- Reasonable expenses incurred on parking, congestion charges, tolls and ferries may be claimed in respect of journeys which qualify for the mileage allowances below. Receipts or other documentary evidence should be submitted as part of the claim. Charges for overnight parking will be paid only when subsistence expenses are payable for the night(s) in question.
- Should a participant be liable for clamping or other parking/congestion charge penalty (e.g. because a meeting over runs or due to non-payment of a congestion charge) then reimbursement will not be made
- Participants may use privately owned motor vehicles and claim the appropriate mileage allowance rate except when:
  - There is suitable organised transport readily available; or
  - Public transport is better value for money

### Mileage allowance:

Payment for using privately owned vehicles(s) by one of the ways set out below:

- The HMRC's approved rates for payment of mileage allowances will be made for journeys when it is of benefit for an individual's private car/motorcycle to be used;
- Payment of a bicycle allowance for journeys when an individual uses a privately owned bicycle
- Payment of the HMRC approved mileage rate will only be made for an appropriate journey

### **Mileage allowances for the use of privately owned vehicles:**

HM Revenue & Custom Mileage rates effective from 06 April 2011 onwards:

	First 10,000 business miles in tax year	Each business mile over 10,000 in tax year
Cars and vans	<b>45p</b>	<b>25p</b>
Motorcycles	<b>24p</b>	<b>24p</b>
Bicycles	<b>20p</b>	<b>20p</b>

### Passenger Supplement – cars and vans:

- A passenger supplement per passenger per business mile may be claimed in conjunction with the mileage allowances in respect of each official passenger carried whose fare would otherwise be payable from workshop funds.

Per passenger per business mile for carrying fellow non-MRC employees in a car or van on journeys which are also MRC related for them.
--

<b>5p</b>
-----------

### Taxis and Self-Drive Car Hire

- It is recognised that the use of taxis can be in the interest of the funder (e.g. when the journey by public transport would be considerably longer and more difficult or if the claimant has very heavy luggage etc)
- Participants who would find public transport impractical or inconvenient (e.g. claimants with disabilities, or those who would perceive themselves to be at a higher risk) may be reimbursed the cost of taxis. A receipt must be provided which must include the journey details and dates.
- Participants may claim for the costs incurred in hiring a self-drive car for the specific purpose of attending the workshop, including the cost of the petrol for that specific journey when it is in the interest of the funder (e.g. when there is more than one claimant making the same journey, when the destination is in a remote area or where savings are generated over alternative vehicle use).

### Workshop catering

*It is expected that workshop organisers seek value for money for the catering and select the lowest cost option available. Additional extras should not be ordered.*

- Catering may be ordered for the number of attendees only
- Tea, coffee and biscuits may be ordered on arrival, for the mid-morning break and the mid-afternoon break. Alternative snacks may only be ordered where the costs are the same, or lower, than the cost of biscuits.
- Ordering a workshop breakfast is not permitted, apart from in exceptional circumstances. Fully justified business reasons for providing breakfast will need to be provided to MRC when seeking reimbursement of costs after the workshop has taken place.
- Lunch should only be ordered if the meeting exceeds 1 ½ hours and takes place over the lunch hour.
- Where lunch is costed separately: If the meeting is being held in London the limit for lunch is £18.00 per person (including VAT), outside of London the limit for lunch is £15.00 per person (including VAT)
- Tea and coffee should be ordered with lunch, this does not need to be included in the per person limits noted above
- Variety of lunches should be considered (i.e. they should not all be wheat/bread based; they should take account of participant dietary requirements). This is especially a consideration for full day, or two-day meetings.

### Workshop dinner

- The expectation is that workshop dinners are only arranged for meetings spanning two or more days
- Dinners for meetings spanning one day can be arranged only if there is a strong business need e.g. the meeting will continue over dinner, networking is required etc.
- The limit for dinners is £50.00 per person (including VAT). This *must* include all additional extras (three courses, any drinks, service charge, any room hire charges etc).
- A maximum of half a bottle of wine per person is permitted within the £50.00 limit.

### Workshop drinks receptions

- Drinks receptions can only be arranged if there is a strong business need, such as providing an opportunity for networking etc. which has not been able to take place during the meeting

- Drinks receptions can only be arranged after 5.30pm and should be limited to one glass of wine or one beer per participant
- If an external organisation/sponsor wishes to pay for the drinks reception, that is acceptable. The preferred option is for them to pay the venue directly.

### **Family travel and care costs**

Workshop organisers should not meet any costs relating to the accompanying spouse/partner or family member of a workshop participant.

Individuals will not be disadvantaged by personal circumstances in attending an MRC/UK NRP workshop. Where necessary, a participant's specific requirements should be discussed and agreed with the workshop organiser in advance, and before incurring any expenditure. The MRC will reimburse *reasonable* additional family care costs that are incurred when attending the workshop. These should be claimed from the workshop organiser through a relevant expenses claim form.

### **Participants with specific needs**

Participants with specific needs should not suffer inconvenience resulting from the failure to apply discretion and flexibility. Where a participant with a disability requires a mode of travel or accommodation which, although is more expensive for the MRC, they consider to be a more practical and convenient method of transport for them, the claimant should raise this with the workshop organiser for discussion in advance of making any bookings. Once the necessary approvals have been given by the workshop organiser, the participant can make arrangements and will be reimbursed for the cost for the agreed mode of transport and accommodation.