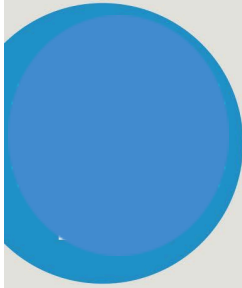




# Internal Funding Opportunity

## UCD Research Culture Local Actions, Initiatives and Measures – ReCLAIM

Funding for initiatives to foster a positive and supportive research culture locally with potential for wider impact across the university



[www.ucd.ie/researchculture/reclaiminternalfunding](http://www.ucd.ie/researchculture/reclaiminternalfunding)



## Frequently Asked Questions (FAQ)

**1. Can I apply with more than one project?**

Applicants can only apply once in a given round.

**2. I'm a Technical Officer with an idea for a project, can I apply under this scheme?**

The ReCLAIM scheme is open to applications from UCD graduate research students, technical officers, research managers/administrators, post-doctoral research associates, research fellows, other research-funded staff, and faculty.

**3. I have developed a relationship with an organisation who would be willing to collaborate on a project, is it possible to bring them in on my application?**

Applicants may include external collaborators if there is good reason for their inclusion in the proposed project.

**4. My project team includes one research fellow whose contract expires during the course of our proposed project – will this create any difficulty?**

Each project team must have a lead whose contract or, in the case of graduate students, registration spans the full duration of the project.

**5. What if our project lead's contract / registration period ends before the end of the project?**

Project leads must not transfer an award to any other person. If the project is given joint leadership from the outset, in exceptional circumstances a lead grant-holder may transfer the grant to these named individuals.

**6. I am planning to purchase equipment as part of my project, who will have ownership of that equipment should the project be awarded funding?**

Ownership and maintenance of the equipment will be in the hands of UCD.

**7. Our project would need a dedicated office, will the grant cover the provision of workspace?**

The provision of workspace is not within the scope of this funding scheme. Any additional needs in this regard must be organised independently.

**8. I have already begun aspects of my proposed project, if I am awarded funding can I be reimbursed for these costs?**

Applicants may not apply for reimbursement of expenses incurred before notification of the award.

**9. If a new development happens over the course of the project, can I shift funds towards this new element?**

Funding must be used on the initially proposed activities only. Within this scope, up to €250 or 20% of the budget (whichever is higher) can be moved between budget categories without seeking permission.

**10. Can I get a top-up of funding to address a new project area?**

No additional sums will be added to the award.

**11. What can I do if the project encounters an unanticipated change or obstacle?**

Awardees may contact [research.culture@ucd.ie](mailto:research.culture@ucd.ie) with an amendment request no later than one month before the end of the agreed project timeline.

**12. I have gone over the agreed budget, what happens next?**

Any additional spending will be charged to the school of the grantee.

**13. Why does the application system create 2 budget years when my budget is only for 1 year?**

A year-long project should be reflected in the start and end date of the project. For example if the start date of a year long project is 1 May 2024 then the end date should be 30 April 2025 in order to avoid creating another budget year.

**14. I have money left over, where should this go?**

Any additional money will be returned to the Wellcome Grant within 3 months of the end of the project or on immediate cessation of the project for reasons resulting in incompleteness.

**15. I have finished my project, what next?**

Please submit a budget reconciliation with details of the actual expenditure compared with the proposed budget as planned at the beginning.

**16. When completing the budget do I use the General Budget Template (25-30% overheads) or a Wellcome Trust Template?**

As the scheme is funded by Wellcome, overheads are not an eligible expense. You can use the general budget template (under 'Funding, Duration, Eligible Expenditures' on the [ReCLAIM page](#)) and select the blank option (instead of Desk Research or Lab Research or select relevant answer) on the overheads tab the percentage will default to 0%.

**17. Are honorariums permitted under ReCLAIM?**

We would expect to pay travel and expenses - honorarium would not be usual if an academic lecture etc but could be considered, with appropriate justification on a case by case basis. Any expenditure should be consistent with the UCD guidance set out at these links:

<https://www.ucd.ie/finance/policiesprocedures/vouchersandsmallbenefits/>

<https://www.ucd.ie/finance/financeoperations/non-staffpayments/once-off/>