

PETRAS Opportunities Fund Call for Proposals – Frequently Asked Questions:

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General Enquiries

NOTE: This call is internal to PETRAS and only open to applications from the Centre's existing academic partners.

Where can I find the call's terms and conditions?

Please refer to section on "Grant Conditions" in the Opportunities Fund Call for Proposals Guidance document.

What format should my application be in?

All applications to be completed electronically via the submit.com submission system by the call deadline. Please refer to section on "How to Apply" in the Opportunities Fund Call for Proposals Guidance document for further details.

When is the deadline for applications?

The deadline for the applications is 09.00 GMT on 20th January 2021.

I have a question that is not covered here, who do I ask?

Please submit your queries via email to Petras-proposals@ucl.ac.uk, and clearly state that your query is in relation to the "Opportunities Fund Call for Proposals". The deadline to submit your Opportunities Fund questions and queries is 13th January 2021. Due to office closures, questions will not be answered between 18th December 2020 and 5th January 2021 inclusive.

Questions from Previous Calls

The following questions have been adapted from previous PETRAS call for proposals' enquiries.

1. Collaborators

Multiple Bids

Is it possible to apply as a PI on one application to Opportunities Fund call and a Col on another?

Yes, this call now allows the applicants to submit multiple bids, where they can be named as PIs and/or Cols.

Are we able to name more than one PI and Col in our application? If yes, can one PI or Col be based abroad if the others are in the UK?

For each proposal, the applicants can name only one UK-based PI (who is eligible to hold an EPSRC grant), and one or more Cols: either UK-based and/or overseas (providing PETRAS is not funding an overseas Col in any way). For those applications, where Cols are also intending to request PETRAS funding through this call, both PI and Cols need to be UK-based and eligible to hold EPSRC grants. For further information on the eligibility of individuals and institutions to receive EPSRC funding, see the following EPSRC Guides:

Individuals:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/>.

Institutions:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/organisations/>.

In all instances, the applicants that require PETRAS funding through this call for proposals must be employed by one of the Centre's existing academic partners.

Can more than one user edit an application, i.e. can a user give 'editor access' to a colleague who is also working on the proposal?

Unfortunately, this is not possible at the moment as each application is tied to the registered account. Therefore, it will be the responsibility of the main applicant (PI) to register on the system, complete the application form and submit their joint application through the online system by the call's deadline. A web link to download a PDF of the application form questions (not editable) can be found on the Opportunities Fund call for Full Proposals Guidance Document which can be shared with the consortium members to coordinate their inputs.

Is there a limit for the number of applications we can submit from a university? We want to submit multiple proposals to this call?

There is no limit for number of applications that can be submitted from a single university. Also, this call now allows the applicants to submit multiple bids, where they can be named as PIs and/or Cols.

Am I allowed to be named in multiple proposals as a PI as well as a Col?

Yes, this call now allows the applicants to submit multiple proposals, where they can be named as PIs and/or Cols.

The PETRAS proposals system doesn't support multiple logins working on a proposal. Since PIs are notoriously busy, it makes sense if someone else actually does the work of entering the proposal (with a different email address from the PI). Please would you confirm that this is acceptable?

It is acceptable for other colleagues to create login details and undertake administrative tasks of preparing/submitting a proposal on proposed PIs' behalf. However, the PIs will have the ultimate responsibility and sign-off of their proposal submission before/by the call's deadline.

Collaborator Eligibility

We have a couple of collaborators for our proposal idea in mind but not all of them (including ourselves) are based at UK universities. Is it a requirement to have a UK institution involved?

This is an internal call for proposals only open to existing PETRAS academic partner universities/organisations (please see <https://petras-iot.org/about-us/>, for list of our academic partners). Applications must be led by a UK-based PI eligible to hold an EPSRC grant and supported by UK-based and/or overseas Col(s) (providing PETRAS is not funding an overseas Col in any way). Hence, if you are not eligible to receive funding through this call, you should consider partnering with existing PETRAS academic partner universities/organisations to join their bid as an unfunded partner.

For further information on the eligibility of individuals and institutions to receive EPSRC funding, see the following EPSRC Guides:

Individuals:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/>.

Institutions:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/organisations/>.

Related to the previous question: Are existing PETRAS members allowed to co-apply for funding calls as PI or Cols? How about PDRAs? Some of our collaborators would fall under that category.

Existing PETRAS researchers are allowed to apply for funding providing they are able to meet the eligibility criteria. In particular, all applicants and named research staff must be able to meet the time commitment to the proposed work as stated in the proposal (i.e., for PI and Col roles, the applicants' joint PETRAS-funded contribution cannot exceed 0.1 FTE per application, and for PDRAs, it cannot exceed 1 FTE across).

What are the User Partners being referred to in the Opportunities Fund call guidance document?

A User Partner (aka project partner) is a collaborating organisation who will have an integral role in the proposed work. This may include in-kind or cash contributions such as expertise, staff time, use of facilities, etc.

User Partners cannot receive funding from the PETRAS Opportunities Fund grant.

If there are User Partners collaborating on a proposed project/activity, EPSRC requires a Letter of Support, which is also required for the Opportunities Fund call. Well-written letters can significantly strengthen the proposals by demonstrating the benefits of the collaboration, and the potential impacts of the activities to be funded. It also allows partners to highlight why they support the proposal, and what they hope to get out of it.

Please refer to EPSRC's project partners description for further details:

<https://epsrc.ukri.org/funding/applicationprocess/preparing/writing/lettersofsupport/>

Can we apply collaboratively with other institutions?

Yes, you can submit individually or in conjunction as part of a team (with proposed contributions from a single institution or a consortium). In addition, all applicants will be expected to work with user partner(s) in the development and if successful in the delivery of the proposed work.

This is an internal call for proposals only open to existing PETRAS academic partner universities/organisations (please see <https://petras-iot.org/about-us/>, for list of our academic partners). Applications must be led by a UK-based PI eligible to hold an EPSRC grant and supported by UK-based and/or overseas Col(s) (providing PETRAS is not funding an overseas Col in any way). Hence, if you are not eligible to receive funding through this call, you should consider partnering with existing PETRAS academic partner universities/organisations to join their bid as an unfunded partner.

For collaborative activities, where proposed Cols are also requesting PETRAS funding through this call, both PI and Cols need to be from one of the existing PETRAS academic partner universities/organisations, who are eligible to hold an EPSRC grant.

Is there a minimum/mandated level of commitment to be secured from the proposed User partners for our project?

There is no mandated level of commitment required to be secured from user partners, however the aspiration should be to get as close to "matched funding" as possible. This includes everything including provision of software, participation in-kind etc.

Can a new proposed User Partner be from outside the UK?

Providing PETRAS is not funding an overseas collaborator in any way, they are welcome to join the PETRAS activity as a User Partner.

Do you have a list of PETRAS Centre user partners and contact details of the corresponding person at each organisation? And, is there a preference for a user partner to be participating in PETRAS Centre? Or is there an option to get match funding from a user partner that is not in PETRAS Centre?

Yes, there are existing PETRAS Centre User Partners. Please see the following web page for further details: <https://petras-iot.org/collaborate/>. Unfortunately, we are unable to provide you individual contact details of the User Partners due to GDPR. However, if you have a specific institution in mind from this list that you would like to be put in touch with, please let us know and we will let them know of your interest. Please note PETRAS cannot guarantee that you will receive a response from user partners. Therefore, you are strongly advised to have alternative plans in place to ensure your Opportunities Fund application is completed and submitted timely as per the call guidance document specifications.

When applying to this call, you can choose to collaborate with existing or new user partners. There is no preference on this. New User Partner applicants are welcomed from any sector, including commercial businesses, charities, trade and advocacy groups, local and central government, law enforcement, and other government agencies.

Could you tell me if User Partners must come from the list of PETRAS partners here: <https://petras-iot.org/collaborate/>? We have several organisations interested in a potential proposal, but some are not on that list.

When applying to this call, you can choose to collaborate with existing or new user partners. There is no preference on this.

Is it mandatory to have partnerships between one HEI and one company? Or can a member of HEI submit a proposal without any company?

Each activity/project should involve at least one, new or existing, User Partner(s) from industry, public sector and/or international non-PETRAS academic collaborators (based on pairing of best-with-best approach) with strong background in the Centre's research programme. Proposals that incorporate another PETRAS academic partner with a view to maximising outcomes from inter-project synergies will also be welcomed. Proposals must be co-created with the User or academic Partner(s) and/or international non-PETRAS academic collaborators and be convincing in the depth of the partner commitment. Whilst matched funding is not essential, it is highly recommended. A clear Letter of Support should be provided for each listed partner detailing their contributions, how they will actually collaborate in the work and the value expected from the collaboration. Proposals must be led by an investigator from one of PETRAS' existing academic partner institutions, who is eligible to hold an EPSRC grant. They would be responsible for the development and delivery the activity and for reporting on the outcomes and budget.

Is it mandatory to talk with the existing PETRAS user partners before submitting a proposal?

When applying to this call, you can choose to collaborate with existing or new user partners. There is no preference on this. New User Partner applicants are welcomed from any sector, including commercial businesses, charities, trade and advocacy groups, local and central government, law enforcement, and other government agencies.

I read that a project can involve either existing or new User Partners. Is there any preference from the Panel on which option is better?

When applying to this call, you can choose to collaborate with existing or new user partners. There is no preference on this.

We are planning to submit a proposal to this call, and will be collaborating with two companies as our partners, who are new to PETRAS. How can these companies become PETRAS User Partners (which is a requirement for the call I believe)?

A proposal needs to be led and submitted by an eligible researcher employed by one of the Centre's existing academic partners. The lead partner needs to name their proposed user partners in the proposal and where required, provide what they will do in the proposed

project. The proposed user partners do not need to register with PETRAS prior to putting an application in.

The proposed user partners of those applicants that successfully secure funding through this call will become PETRAS User Partners.

Please refer to the rest of the FAQ document for further information on User Partners, including a definition and what role they are expected to play in projects.

Could you please confirm if PDRAs can work together with academics (who are eligible to be PIs or Co-Is) on proposal writing and later are assigned with researcher Co-I or Co-I role if successful? I am currently working full-time on an EPSRC-funded project as PDRA, so I cannot be a named PDRA for another proposal full time. I want to double check if PETRAS allows PDRAs to be named as PIs/Co-Is (or researcher Co-Is) if they own the idea and contribute from the beginning like proposal writing? No other funding to be requested but cost for research time.

PETRAS follows EPSRC's Investigator Eligibility policies as detailed through the link below:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/> .

Please contact your institution's research grants office for further advice.

We are planning to submit a proposal to this call. Could you let me know if there are any constraints/issues with having an academic Co-I on the project, also working for one of the user partners of the project? More specifically, can a person who has both an academic role and a job in another institution be included in the project as a Co-I, even if their non-academic institution for which he/she works is one of the project partners of the project and he/she is the contact in the user partner institution?

PETRAS follows EPSRC's Investigator Eligibility policies (including CoIs) as detailed through the link below:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/>.

Please see the User Partner related definition given in this FAQ document, and also refer to EPSRC's project partners description for further details:

<https://epsrc.ukri.org/funding/applicationprocess/preparing/writing/lettersofsupport/> .

For collaborative activities, where proposed CoIs are also requesting PETRAS funding through this call, both PI and CoIs need to be from one of the existing PETRAS academic partner universities/organisations, who are eligible to hold an EPSRC grant.

We recommend that you contact your institution's research grants office for further advice on this matter.

Would it be please possible to clarify what role can external partners play in the proposal and what the difference is between 'user partners' vs 'innovative businesses including SMEs'?

Please refer to the rest of the FAQ document, where the roles of the external partners (User Partners) are specified in detail. User Partners can be from any sector, including commercial businesses, charities, trade and advocacy groups, local and central government, law enforcement, and other government agencies. Innovative Businesses and SMEs are part of the User Partner groups that you can have involved in your application.

We are in the process of submitting a proposal and was wondering whether you could let us know if International SMEs (based in EU or US) are eligible supporting partners.

Providing PETRAS is not funding an overseas collaborator in any way, they are welcome to join the PETRAS activity as a User Partner.

Principal Investigators

Are there specific requirements for the eligibility of PIs? Would they need to be current PIs or could it be someone at the post-doctoral level?

Any applicant with relevant background should be eligible to be an investigator on a proposal for this call if they are employed by one of the PETRAS academic partner universities/organisations (please see <https://petras-iot.org/about-us/> for list of our academic partners) and are eligible to be an investigator/co-investigator on an EPSRC grant. There is no requirement for an applicant to have been involved in the PETRAS Centre/Hub activities previously to be able to put an application. If your institution allows your post to be a budget holder, then you can apply as an investigator in your Opportunities Fund proposal. Please contact your institution's research grants office for further advice.

Can any academic from a UK-based institute submit a proposal to the call? Do they need to be on a permanent contract?

This is an internal call for proposals only for existing PETRAS academic partner universities/organisations (please see <https://petras-iot.org/about-us/> for list of our academic partners). Hence, you should only apply if you are employed by one of the PETRAS academic partner universities. With this in mind, any such applicant with relevant background should be eligible to be an investigator on an Opportunities Fund proposal if they are eligible to be an investigator/co-investigator on an EPSRC grant. There is no requirement for an applicant to have been involved in the PETRAS Centre/Hub activities previously to be able to put an application. If your institution allows your post to be a budget holder, then you can apply as an investigator in your Opportunities Fund proposal. Please contact your institution's research grants office for further advice.

I am member of a core PETRAS Centre project. Am I eligible to be PI on an application to the PETRAS Opportunities Fund call?

Yes, existing PETRAS researchers who are working on other Centre funded activities are allowed to apply for funding providing they are able to meet the eligibility criteria. In particular, all applicants and named research staff must be able to meet the time commitment to the project/activity as stated in the proposal (i.e., for PI and Col roles the applicants' joint PETRAS-funded contribution cannot exceed 0.1 FTE per application, and for PDRAs, it cannot exceed 1 FTE across).

I have got a query about the Opportunities Fund call. I am not an official member of PETRAS, but my University is one of PETRAS's existing academic partners. Am I eligible to be a PI to submit a proposal application to this call?

Any academic/researcher with a suitable background, employed by one of the existing PETRAS Academic Partner universities, who is eligible to be listed as a PI/Col to EPSRC grants) can apply to this call:

“Activities must be led by a PI from one of the existing PETRAS academic partner universities who is eligible to hold an EPSRC grant. If proposed Cols are also requesting PETRAS funding through this call, the Cols also need to be from one of the existing PETRAS academic partner universities, who are eligible to hold an EPSRC grant. The PI will be responsible for the delivery of the proposed work and required reporting requirements. For information on the eligibility of organisations and individuals to receive EPSRC funding, see the EPSRC Funding Guide: <https://epsrc.ukri.org/funding/applicationprocess/fundingguide/> .”

Applicants do not need to have previously received PETRAS funding to be eligible to apply. Please see the call guidance document for detailed information on the call's eligibility criteria.

2. Eligibility

I am employed by one of the existing partner universities. But, I have not worked with PETRAS before. Can I apply?

Applicants do not need to have previously received PETRAS funding to be eligible to apply. Please see the call guidance document for detailed information on the call's eligibility criteria.

We are interested in submitting a proposal to the PETRAS Opportunities Fund call, however we need to establish whether, being a public body/company, we would be eligible for funding? If it is the case that we are not eligible, and we partner with a University, would our bid then be acceptable?

Please note this is an internal call for proposals only open to existing PETRAS academic partner universities/organisations (please see <https://petras-iot.org/about-us/> for list of our academic partners). Applications must be led by a UK-based PI eligible to hold an EPSRC grant and supported by UK-based and/or overseas Col(s) (providing PETRAS is not funding an overseas Col in any way). Hence, if you are not eligible to receive funding through this call, you should consider partnering with existing PETRAS academic partner universities/organisations to join their bid as an unfunded partner.

I had an invitation to potentially be involved in someone else's submission to this call. Can I be involved in more than one application? Can a researcher commit to more than one project/activity as long as it does not exceed 1 FTE?

This call now allows the applicants to submit multiple bids, where they can be named as PIs and/or Cols. A PDRA researcher can also commit to more than one proposal being submitted to this call. In particular, all applicants and named research staff must be able to meet the time commitment to the proposed work as stated in their application (i.e., for PI and Col roles, the applicants' joint PETRAS-funded contribution cannot exceed 0.1 FTE per application, and for PDRAs, it cannot exceed 1 FTE across.)

We are an institute/centre/group within a university, which is already a PETRAS Academic Partner. Are we eligible to apply to this call? Can we become a User Partner?

There are two types of PETRAS membership: User Partners and Academic Partners.

User Partners are (see the rest of the FAQ document for detailed definition of User Partners):

- Recipients/beneficiaries of PETRAS research partner deliverables, and may contribute cash or in-kind value to promote and inform our research;
- Not eligible to receive any EPSRC-provided funding from PETRAS (although they may receive benefits such as knowledge and secondees).

Hence, your group could be a User Partner if they are a separate legal entity, but not if they are an institute (or similar) under a HEI/University, which is already a PETRAS Academic Partner.

The benefits of being a PETRAS Academic Partner, which are a superset of User Partnership benefits include:

- URB invitations (PETRAS's bi-annual events);
- Newsletter and other ad-hoc communications;
- Access to bid for Internal PETRAS Calls for proposals;
- Access to PDRA training and other research cohort activities.

If your HEI/University (must be already a PETRAS Academic Partner) allows you to be a part of an EPSRC grant application (we cannot comment on individual groups' eligibility), then you can submit an application to this call as part of their bid. However, you must ensure that you cost your project(s) using the same process as you would cost an EPSRC grant. Please see

the following reference material for EPSRC funding guide and UKRI T&Cs for Research Council fEC Grants:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/> and
<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>.

Does the call require PDRAs to have obtained a PhD? I am into the 4th year of my PhD, but I will not complete it before the beginning of the project.

Under normal circumstances, it is expected that the PDRAs (postdoctorate research associates) to be named/employed through these project/activity proposals already hold their PhDs or be very close to securing it i.e., waiting for their viva or award of the degree from their university. We suggest that you contact your institution's research grants office for further advice on this to ensure compliance with the EPSRC finance policies and rules.

3. Finance, activity/project planning and setup

What are the costs allowed for our full proposal budget? Can we add staff time to our project/activity budget for the PI and each Col named in our proposal for their time? How about the research fellows?

Costs under a new project/activity may include UK-based staff time for PIs and Co-Investigators (Cols) (up to 0.1 FTE equivalent combined) and postdoctoral research associates (PDRA), associated indirect costs and estates, travel and subsistence, plus consumables for the activity, all subject to EPSRC rules and requirements. The activity costs can also include meetings and workshops as required. Equipment funding: (i) For short-term partnership and engagement activities (up to six months duration): Equipment funding is not available through this call; and (ii) For medium-term collaborative research projects (between seven to 12 months duration): Equipment funding specific to the project up to 10% of the value of the grant, or under £10,000 (incl. VAT), whichever is the lesser, is allowable. Resources to fund User Partners are not allowable (this includes sub-contracting to a User Partner).

Is there a set allocation of funding/budget for a six-month project/activity under this call?

No, there is not a set allocation per project/activity: (i) For short-term partnership and engagement activities: We expect activities to normally last up to six months and the indicative maximum budget per activity is c. £60k at 80% fEC, allowing 6-month PDRA deployments where necessary, and (ii) For medium-term collaborative research projects: We expect activities to normally last up to 12 months and the indicative maximum budget per activity is c. £120k at 80% fEC, allowing 12-month PDRA deployments where necessary.

Can the requested funds be used to buy out our time and also to hire a research associate, if it is within the available budget?

All applicants should cost their projects using the same process as they would cost an EPSRC grant. Please see the following reference material for EPSRC funding guide and UKRI T&Cs for Research Council fEC Grants:

<https://www.epsrc.ac.uk/funding/howtoapply/fundingguide/> and
<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>.

We would anticipate that your research support office will be able to advise on this.

We are working with colleagues to develop a proposal for the PETRAS Opportunities Fund call. Could I please check what are the eligible costs that could be requested? Are these same as the EPSRC proposals (i.e. publication costs are not eligible)?

All applicants should cost their projects using the same process as they would cost an EPSRC grant.

Eligible costs include: costs under a new project/activity may include UK-based staff time for PIs and Co-Investigators (Cols) (up to 0.1 FTE equivalent combined) and postdoctoral research associates (PDRA), associated indirect and estates costs, travel and subsistence, plus consumables for the activity, all subject to EPSRC rules and requirements. The activity costs can also include meetings and workshops as required. Equipment funding: (i) For short-term partnership and engagement activities (up to six months duration): Equipment funding is not available through this call; and (ii) For medium-term collaborative research projects (between seven to 12 months duration): Equipment funding specific to the project up to 10% of the value of the grant, or under £10,000 (incl. VAT), whichever is the lesser, is allowable. Resources to fund User Partners are not allowable (this includes sub-contracting to a User Partner).

Could you confirm if admin time is an eligible cost on this call? I can't see anything in the guidance regarding admin time, but we have previously included this in another application to PETRAS.

Normally admin time is not an eligible cost on this call, which is expected to be covered by the indirect costs of your project/activity budget.

What do you recommend as the minimum timeframe between submission and grant start date?

It is recommended that applicants aim to start their activities/projects from April-May 2020 onwards. This should allow for review of the proposals and set up of the research contracts. It is also permissible to propose start dates later in 2021 or early 2022, with justification of why the work needs to start at a later date. The end dates of the projects will depend on their proposed duration and start dates, however, it must be noted that projects cannot have end dates later than March 2023.

If funded, what's the latest date our project could start?

Applicants are allowed to propose start dates from April-May 2021 onwards. It is also permissible to propose start dates later in 2021 or early 2022, with justification of why the work needs to start at a later date. The end dates of the projects will depend on their proposed duration and start dates, however, it must be noted that projects cannot have end dates later than March 2023.

We are preparing a grant proposal in collaboration with a business partner. Will the PETRAS Opportunities Fund grant cover costs associated to travel for the business partner?

All applicants should cost their projects using the same process as they would cost an EPSRC grant. Please see the following reference material for EPSRC funding guide and UKRI T&Cs for Research Council fEC Grants:

<https://www.epsrc.ac.uk/funding/howtoapply/fundingguide/> and <https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>.

We would anticipate that your research support office will be able to advise on this.

Costs under a new project/activity may include UK-based staff time for PIs and Co-Investigators (Cols) (up to 0.1 FTE equivalent combined) and postdoctoral research associates (PDRA), associated indirect and estates costs, travel and subsistence, plus consumables for the activity, all subject to EPSRC rules and requirements. The activity costs can also include meetings and workshops as required. Equipment funding: (i) For short-term partnership and engagement activities (up to six months duration): Equipment funding is not available through this call; and (ii) For medium-term collaborative research projects (between seven to 12 months duration): Equipment funding specific to the project up to 10% of the value of the grant, or under £10,000 (incl. VAT), whichever is the lesser, is allowable.

Resources to fund User Partners are not allowable (this includes sub-contracting to a User Partner).

Hence, PETRAS funding cannot be used to cover any costs of Business/User Partners including travel expenses.

We are currently developing a proposal for this call and have a cybersecurity expert (he's runs his own microbusiness) whose expertise the project would really benefit from. Unfortunately, he is not in a position to offer all of his time for free; would he be eligible for partial remuneration for this time?

Unfortunately, it will not be possible to use the grant funding for remuneration of the expert mentioned above as it is not in line with EPSRC funding policies.

Could you please confirm that PETRAS expects the partner universities to match the staff time allocation for PIs and Co-Is by 50%?

Yes, the applicants' institutions will be expected to provide complimentary FTE of investigator time (PI & CoI time) to match the FTE PETRAS is providing.

Am I eligible to apply for funding as a Researcher Co-I to this call for proposals?

PETRAS follows EPSRC's Investigator Eligibility policies (including CoIs) as detailed through the link below:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/>.

Hence, the applicants will need to ensure that they check and confirm their proposed CoIs (including researcher CoIs) meet the EPSRC investigator eligibility and funding policies:

<https://www.epsrc.ac.uk/funding/howtoapply/fundingguide/>

<https://epsrc.ukri.org/funding/applicationprocess/preparing/writing/jor/>

If I add a "researcher co-investigator" to my proposal, can I charge 0.5 FTE of their time to the project? Or is this not allowed as we are only allowed 0.1 (or 0.3) FTE as the total investigator time?

The costings will need to be done in line with the EPSRC & UKRI policies:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/>

<https://epsrc.ukri.org/funding/applicationprocess/preparing/writing/jor/>

The PI & CoI costings allowed in this call for proposals is up to 0.1 (or 0.3) FTE in total. The Researcher Co-Investigator can be charged as a directly incurred cost to the proposal if they employed on the project for a significant proportion of their time (normally in excess of 50% of contracted hours). Please contact your Research Costings/Budget team at your University as regarding the costings for the Research Co-Investigator.

We work at one of the UK's Catapult Centres and have been approached by some researchers at one of the PETRAS Academic Partner Universities, who are hoping that we can be a collaborative partner as part of the PETRAS Opportunities Fund call. We are aware that user partners cannot receive funding directly from PETRAS, but we would like to know whether the funding would permit this partner university to subcontract us as part of the collaboration? From our perspective, we cannot guarantee them the support they will need from us without some funding specifically allocated to do so.

All applicants should cost their projects using the same process as they would cost an EPSRC grant. Please see the following reference material for EPSRC funding guide and UKRI T&Cs for Research Council fEC Grants:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/>

and

<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>.

We recommend that you contact your partner university's research grants office for further advice on this matter. They will be able to assist you with specific budgetary advice in line with the EPSRC rules.

However, it must be noted that, if your institution gets funded by the project, it cannot be listed as a user partner of that project - User Partners are (see the rest of the FAQ document for detailed definition of User Partners):

- Recipients/beneficiaries of PETRAS research partner deliverables, and may contribute cash or in-kind value to promote and inform our research;
- Not eligible to receive any EPSRC-provided funding from PETRAS (although they may receive benefits such as knowledge and secondees).

Looking at timings – We plan to bud for a six-month activity project. However, we think that the six months of work will not be in one block, but spread across the research. Is that acceptable? 2021 till early 2023 means that we can engage with impact activities at festivals. Hopefully post COVID.

The proposed activity/project work and associated expenditure will need to take place between the activity/project's start and end dates, which cannot exceed 6 or 12 months, respectively:

(i) For short-term partnership and engagement activities: We expect activities to normally last up to six months and the indicative maximum budget per activity is c. £60k at 80% fEC, allowing 6-month PRDA deployments where necessary. It is not expected that such PDRA deployments would be filled by new staff.

(ii) For medium-term collaborative research projects: We expect activities to normally last up to 12 months and the indicative maximum budget per activity is c. £120k at 80% fEC, allowing 12-month PRDA deployments where necessary.

Applicants are allowed to propose start dates from April-May 2021 onwards. It is also permissible to propose start dates later in 2021 or early 2022, with justification of why the work needs to start at a later date. The end dates of the projects will depend on their proposed duration and start dates, however, it must be noted that projects cannot have end dates later than March 2023.

Does the call require PDRAs to have obtained a PhD? I am into the 4th year of my PhD, but I will not complete it before the beginning of the project.

Under normal circumstances, it is expected that the PDRAs (postdoctorate research associates) to be named/employed through these project/activity proposals already hold their PhDs or be very close to securing it i.e., waiting for their viva or award of the degree from their university. We suggest that you contact your institution's research grants office for further advice on this to ensure compliance with the EPSRC finance policies and rules.

4. Format of submissions

For a proposal that involves more than one academic partner institution, how should the applicants complete the application template?

The lead applicant must complete the online form on behalf of their consortium (electronically via the submit.com submission system). Please refer to section on "How to Apply" in the Opportunities Fund Call for Proposals Guidance document for further details.

A web link to download a PDF of the application form questions (not editable) can be found on the Opportunities Fund call for Full Proposals Guidance Document which can be shared

with the consortium members to coordinate their inputs. The lead applicant will be responsible to complete and submit the joint application through the online system by the call's deadline.

Is there a template for the application form and what is the maximum length?

The call guidance document provides a web link to download a PDF copy of the application form (not editable), which shows the info/sections needed with relevant word/page limits (see **further information section** of the Opportunities Full Proposals Guidance Document).

The PETRAS proposals system doesn't support multiple logins working on a proposal. Since PIs are notoriously busy, it makes sense if someone else actually does the work of entering the proposal (with a different email address from the PI). Please would you confirm that this is acceptable?

It is acceptable for other colleagues to create login details and undertake administrative tasks of preparing/submitted a proposal on proposed PIs' behalf. However, the PIs will have the ultimate responsibility and sign-off of their proposal submission before/by the call's deadline.

It seems there are only 3 spaces for co-investigators, is this the maximum number allowed? How can we add additional Col details in the form?

The application form has been designed to provide spaces to enter details of up to three Cols. However, if the applicants wish to add more Cols to their proposal, they can do so by utilising the 3rd Col data fields in the online application form to enter details of any additional Cols, and send an email to petras-proposals@ucl.ac.uk to inform the PETRAS Centre team about this. The Centre Team will check and confirm the additional Col entries with the applicants to ensure they are captured and processed accordingly.

Is standard UKRI Arial font 11 eligible for CFS? (Because it says "at least Sans Serif font")

Yes, Arial is a sans-serif typeface/font, and can be used as part of your application to prepare the Case for Support document.

Is it possible to include a support letter from a department/centre/group etc. (which is different than the main applicant's department) even if they are an internal resource to our university and not a User Partner? If funded, they will participate to our project with in-kind/cash contributions. It seems the submit interface does not allow for this or at least I could not find a way to upload it.

Yes, this will be possible to do. You can add this information under one of your user partner related questions (Q34-42) and clearly state that they are not user partners but part of your university's internal resources. Once this is done and your application is submitted, please do email us at petras-proposals@ucl.ac.uk to confirm it. We will then make sure this information is processed correctly.

We are preparing our submission for the Opportunities Fund Call. I have a query regarding the requested attachment of a "budget breakdown from your organisation's financial system" (Question 41). Could you please clarify what this should include?

The information uploaded should be the same information as if you were applying for an UKRI grant using Je-S.

Could you please advise what is expected in the budget breakdown attachment?

The information uploaded should be the same information as if you were applying for an UKRI grant using Je-S. Using an extract of the Standard Financial Report along with a reference to the Standard Financial Report generated. This will allow an audit trail if required by EPSRC.

Partners – I was hoping to link up with another PETRAS Academic partner university for my proposal. Could I add an academic from that institution as a Col in my

application? Will I need a letter of support from that partner organisation and to work with a partner on the project too?

The proposed activities/projects can include multiple partners (both academic and user partners). Please refer to the call guidance document and the rest of the FAQ document for further details. You can choose to add an academic from another PETRAS Academic partner university as a Col if that is what's intended for the work to be proposed. If the proposed Col(s) organisation is already a PETRAS academic partner, then providing Letters of Support (LoSs) for that partner is not mandatory for this call. However, if you wish, you may choose to provide LoSs in such instances, to show their support to your activity/project. It must be noted that the applicants will also need to propose a user partner(s) for their activity/project, as this is one of the key requirements of this call for proposals. The Letters of Support (LoSs) from the User Partners are mandatory for this call.

When describing project's financial details (question 46), it is necessary to specify DI and DA costs. What is the meaning of DI and DA?

The financial details should be shown as if submitting via EPSRC which requires the split between the different budget heading and split between DI (Directly Incurred) and DA (Directly Allocated). Further guidance can be found at:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/resources/>

When describing staff (question 50), it is necessary to provide PETRAS background for each staff. How can we determine our PETRAS background? We are academics from a PETRAS Academic Partner University, but have not been involved with the Centre activities in the past.

This will only apply if you are already involved in another PETRAS project/activity. If you are not, then please put N/A in that field. Please also note that this part should include PDRA details if you already have a colleague in mind to name in the proposal.

5. Miscellaneous

Are there lists of previously funded projects from PETRAS Centre and the Hub?

Details can be found on our website:

- PETRAS Centre projects: https://petras-iot.org/projects/?_sft_status=current
- PETRAS Hub projects: https://petras-iot.org/projects/?_sft_status=complete.

Do we have to fill in timesheets?

There is no requirement to complete timesheets.

What happens with IP resulting from any research project funded by PETRAS?

With respect to IP which might result from any research project funded by PETRAS, the Centre follows EPSRC policies. Please follow the link below, which sets out these policies in detail: <https://epsrc.ukri.org/files/funding/how-to-apply/funding-basics/intellectual-property-commercialisation/>