

# Guidelines for Grant Proposals to support Particle Physics Theory Groups in Universities 2008

These notes are intended to supplement the Science and Technology Facilities Council (STFC) fEC Research Grants Handbook, which is available on the STFC web site at: <http://www.so.stfc.ac.uk/rgh/>

## 1. Assessment of proposals

Applicants should note that the PPGP will judge the proposal against these key assessment criteria under 3 broad categories:

**Category 1:** Includes scientific excellence; international competitiveness and strategic value within STFC programme. The case should demonstrate that the proposal scores highly in all of these areas. The PPGP will consider these as pre requisites to recommending funding. With regard to the strategic value, the Panel will grade each proposal as either “High, Medium or Low”; with the expectation that low graded proposals will not be funded. The Panel will take into account current strategic priorities and future emerging priorities.

**Category 2:** Includes productivity of investigator; productivity of grant supported staff (where relevant); quality of leadership/management and suitability of Institution/Group. The case should provide evidence of the above. Where any of these are not met, or cannot be demonstrated, the risk and any proposed remedial or mitigation action must be identified. If approved for funding, STFC is likely to make an award contingent on remedial action to address the concerns highlighted before funds are committed.

**Category 3:** Includes potential for knowledge transfer (and industrial engagement) (KT) and quality of outreach plan. The proposal should detail the opportunities and potential for the future in these areas. In small programmes the lack of such a plan will not preclude funding, but it must be demonstrated that the opportunities do not exist. For the outreach plan it is expected that applicants will show how they will deliver the highest-impact within their current resource, i.e. from within the core grant effort or from existing departmental or institution resources. If appropriate applicants should indicate areas of potential which could benefit from targeted Science and Society (S&S) funding in due course. Bids for immediate additional resource for outreach activities would exceptionally be allowed in the current proposal, but these would have to make a very strong case and be commensurate with the volume of programme. Applicants can also bid into current schemes as normal, and highlight these as required in their plans.

For the KT plan it is expected that applicants will highlight potential KT and other industrial engagement opportunities and demonstrate how these will be exploited. They should also indicate areas of potential for targeted PIPSS funding in due course. Applicants can also bid into current schemes as normal, and highlight these as required in their plans. Further guidance on writing proposals for Outreach & KE plans can be found in section 4.2 of the research grant handbook, at the following link: <http://www.so.stfc.ac.uk/rgh/rghDisplay2.aspx?m=s&s=124>

Please click on the [guidance](#) link under category 3.

Please note, the case for support for Knowledge Transfer and Outreach Plan should be provided on separate pages, since these are reviewed by separate bodies within STFC.

## **Guidelines for Applicants:**

### **Rolling Research Grants**

2. Investigators can consider submitting Rolling Grant proposals where the circumstances detailed in section 4.1.2 of the STFC Research Grants Handbook apply, or two or more different concurrent grants supporting RAs in theoretical particle physics in the same university could be consolidated. The closing date for submission of Rolling Programme grant proposals for the current round is **5<sup>th</sup> February 2008**.

3. For this, and future reviews, the Rolling Grant review period covers a five year period with a three year interval between reviews. The five year period of Rolling Grant support in this review is from October 2008 to September 2013. Non staff costs will only be allocated for the first three years of the grant period.

4. STFC no longer accepts paper proposals, all proposals should be submitted online using the login screen at:

<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?cookies=yes,yes>

This screen also has links to tutorials and system help.

Please note: it is the responsibility of the PI to ensure that their institution's Administration Department submits the proposals before the submission deadline. Applicants can view the status of their proposal online by logging into the Je-S system – STFC Office staff cannot do this until the proposal is finally submitted by the institution's Administration Department. Proposals submitted after the closing date **will not** be considered.

Proposals should be supplemented by an additional Excel spreadsheet and appendices as detailed at section 12.2 – 12.4. These should be sent separately to STFC to the email address: [pp@stfc.ac.uk](mailto:pp@stfc.ac.uk) Details on how to complete the Excel forms are attached at **Annex 1**.

In the event of any query relating to the Je-S system, please email the Helpdesk at: [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk) or telephone: 01793 444 164. There is also a Je-S help web site, which can be found at:

<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?cookies=yes,yes> - select the system help option.

### **Standard Research Grants**

5. Support for research which does not form part of a longer term programme is awarded through Standard Research Grants. Proposals may be submitted for the **5<sup>th</sup> February 2008** closing date using the online Je-S login screen at:

<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?cookies=yes,yes>

A case for support should also be submitted, as detailed in **Appendix 2** in section 12.3.

### **Visiting Researcher Grants (VR's)**

6. Visiting Researcher Grants may be made to meet the costs of visits by scientists or engineers of acknowledged standing to the applicant's institution to give assistance in one or both of the following ways:

a) In connection with specific research projects supported by STFC in which the visitors are expert;

b) In introducing new techniques and new developments that may advance research in the applicants' and other institutions in the UK.

7. Work permits, where required, are a matter for direct negotiation between the host institution and the Department of Employment and/or Home Office.

8. Proposals may be submitted at any time electronically through the Je-S login screen at: <https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?cookies=yes,yes> and accompanied by a case for support as detailed in **Appendix 2** in section 12.3.

### **Cross Programme/ Research Council Proposals**

9. There may be instances where a group's theoretical particle physics research is located in the boundary with the STFC astronomy programme or another Research Council remit. Applicants should not try to tailor grant proposals to what is perceived to be a review committee's bias, but to present the group's science programme in the strongest possible way, while ensuring STFC is fully informed of the content of the proposal.

### **Project Studentships**

10. From September 2005, it is possible to apply for project PhD studentships as part of grant proposals subject to the guidance in section 5.6 of the research grants handbook : <http://www.so.stfc.ac.uk/rgh/rghDisplay2.aspx?m=s&s=156>

Quota studentships continue to exist, and remain the main funding mechanism for studentships, but in some cases additional flexibility may justify the recruitment of a student from rolling/standard grant funds. No additional funding is available in the grants line for studentships, so they will be considered competitively with requests for staff posts and for other grant-supported costs.

### **Full Economic Costing**

11.1 Following the Government's announcement of reforms to the Dual Support system, the Research Councils introduced new arrangements for the submission of research proposals under full economic costing (fEC) principles from September 2005. Those involved in the preparation and submission of grant proposals must familiarise themselves with the terms and conditions for fEC grants and the relevant Council's regulations. Details of all the requirements and the terms and conditions for research proposals under the full economic costing model can be found in the the STFC fEC Research Grants Handbook at:

<http://www.so.stfc.ac.uk/rgh/>

Further information on the background to the changes and frequently asked questions can be found on the Dual Support web pages: <http://www.so.stfc.ac.uk/jes/DualSupport.asp>

11.2. Under fEC, salary costs representing fractions of the principal and co-investigators' time should be included as part of the overall grant request. It is essential that all academic staff whose time will be charged to a grant in this way should be listed as PIs and Co-Is on the proposal. Please note: only named individuals can be proposed as PI or Co-I on the proposal. Cases must also be made in the grant proposal for the grant-supported work that each investigator will carry out. The Panel will review these cases and decide on the level of support to be awarded, as for other posts supported by the grant.

### **Costings**

All costs that contribute to the full economic costs (fEC) of the proposal should be included.

All costs should fall under one of the following 4 cost headings.

**(a) Directly Incurred (DI):** These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent, and are supported by an audit record. They include:

- Staff (possibly including investigators)
- Travel & subsistence
- Equipment
- Other Directly Incurred costs

**(b) Directly Allocated (DA):** These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

- Investigators
- Estates
- Other Directly Allocated costs

**(c) Indirect costs:** These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.

**(d) Exceptions:** costs that are paid at 100% of fEC (subject to actual expenditure), or which are outside fEC.

Further information regarding the nature of all of these costs follows in the remainder of this section.

### **11.3 Funds Requested – Directly Incurred Costs**

**11.4 Directly incurred staff costs:** Payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project. Part of the peer review process will be for the PPGP to review whether the level of FTE activity requested in the proposal is appropriate and necessary, and will therefore require a case for support. PI & Co-I time would normally be requested under Directly Allocated staff costs, though may be requested under this heading where the precise time will be known and auditable. Working time is to be based on a 37.5 hour week, and 44 weeks per year. Total salary costs for any individual on all Research Council grants must not exceed 1650 hours per annum. Applicants should note that PI & Co-I time charged to the grant should not also have been charged to another existing grant.

11.5 For Rolling Grants, staff costs should cover up to the five years of the grant. Staff development plans for the five year period of the grant should be summarised in Form X. Please note that Part 2 of Form X should be completed by financial year (April to March).

Because of the pressure on funding, there is no guarantee even at normal progression that all posts will continue to be supported beyond the currently approved period of the post. A full case should be presented in Appendix 2 for all posts or fraction of posts requested, as detailed in section 12.3 below.

11.6 Groups may bid for additional staff support on rolling grants as they judge necessary in order to support their programme. A specific case needs to be made for such posts, as detailed in section 12.3 below.

11.7 **Travel and Subsistence:** funds for travel and subsistence for use by staff including investigators who work on the project where these are required by the nature of the work. For Rolling Grants, these costs should cover the first three years of the grant only.

11.8 In line with fEC principles, travel is no longer formula-funded by the PPGP. Applicants should request the full estimated cost of group travel, in line with the rules of their institution, including a justification of the request.

11.9 **Equipment:** The cost of individual items of equipment dedicated to the project and costing more than £3000 (including VAT). Where the cumulative value of equipment costs exceeds £50,000 (including VAT), then the excess above £50,000 would be paid in full, if awarded, and will automatically be entered under the 'Exceptions' heading.

11.10 Items of equipment under £3000 in value are classed as consumables and should therefore be requested under the "other costs" heading. In line with fEC principles, all costs incurred in the maintenance and operation of the equipment should be included, either as a directly incurred or directly allocated cost; however, please see the grants handbook for further advice on depreciation costs of equipment: <http://www.so.stfc.ac.uk/rgh/>

11.11 **Other costs:** Costs of other items dedicated to the project and incurred during the lifetime of the grant, including consumables, books, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on

the project. Items of equipment costing less than £3000 should also be included under this heading.

### **Large Infrastructure Items of Equipment**

11.12 Bids may be made for large infrastructure items of equipment. When requesting such items, groups should consider making collaborative bids; details of the partners involved and a statement of how the resources would be shared would need to be detailed in the Je-S proposal and the case made in Appendix 2. (Groups may bid for any item; however, it is expected that only equipment costing more than ~10% of their typical three yearly equipment grant will be considered under this heading).

11.13 Bids for large infrastructure items of equipment should be applied for under Directly Incurred “Equipment” costs, unless they exceed £50,000, in which case they should be applied for under the “exceptions” heading, and will require prior approval from STFC.

### **Funds Requested – Directly Allocated Costs**

**11.14 Investigators:** Proposals will need to show under “directly allocated” the costs of Principal Investigator and any Co-Investigators if their time charged to the project is based on estimates rather than actual costs. Part of the peer review process will be for the PPGP to review whether the level of FTE activity requested in the proposal is appropriate and necessary, and will therefore require a case for support. Investigator time will be funded on the assumption that a standard working year comprises 1650 hours (37.5 hour week, and 44 weeks per year). Total salary costs for any individual on all Research Council grants must not exceed 1650 hours per annum. Applicants should note that PI & Co-I time charged to the grant should not also have been charged to another existing grant.

**11.15 Estates:** These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.

**11.16 Other Directly Allocated:** These costs may include, for example, the costs of pooled technical staff or access to institutional research facilities such as equipment and IT systems. These costs will be awarded for a maximum of 3 years only.

### **11.17 Funds Requested – Indirect Costs**

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation’s administration such as personnel, finance, library and some departmental services.

### **11.18 Funds Requested – Exceptions**

These are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, including that part of standard equipment costs which is in excess of £50,000, and 100% of all equipment costs

associated with the construction of unique items of equipment; or items that are outside fEC, such as studentship maintenance and tuition costs. Any equipment items which are to be applied for under the “Exceptions” heading must have prior approval from STFC to be included in the proposal.

### **11.19 General**

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The Research Councils will include an allowance for inflation if a grant is awarded.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project, but will still be declared in a section of the proposal concerned with project partner contributions, so that the total cost – fEC plus project partner contributions – is visible.

All resources must be justified in the case for support. All **costs** associated with the research project **must be justified in the Case for Support**, with the following exceptions:

- Estates costs
- Indirect costs
- Investigator salary rates (not time)
- Equipment/facility charge-out rates
- Some other DA costs – General technical services

### **11.20 Cost revision following review**

At the PPGP review of the grants, if a reduction is recommended in resources on a proposal, STFC is required to return the proposal to the Research Organisation to recalculate estates and indirect costs. There will be a 10 working day period in which to do this. The request will be made to the administrative group by whom the proposal was submitted. If the amended submission is not received within the 10 working day timescale, STFC will amend the award on a pro-rata basis in line with the reduction or increase in research staff effort awarded.

## **12. Documentation Required**

12.1 The proposal should be made online using the Je-S system, as described in Section 4 above. Supporting documents are also required for all proposals, in the form of Appendices, which are described in section 12.2 – 12.4.

**For Rolling Grants only**, further information must be provided on Form X, which is an Excel spreadsheet.

**Excel Spreadsheet – please send separately to email address: [pp@stfc.ac.uk](mailto:pp@stfc.ac.uk)**

**Other documents – please upload as attachments to the Je-S proposal as either .pdf (Adobe Acrobat), .ps (Postscript) or .doc (Word) format**

Appendix 1	Report on research in the current grant and proposed programme
Appendix 2	Funds requested ( <b>CASE FOR SUPPORT</b> )
Appendix 3	Publications

Please note, Part 2 of Form X must be completed by FINANCIAL YEAR (i.e. from April to March). Part 3 should remain as a snapshot of the group, as at 1 October 2008.

The appendices should contain information as described in the following points 12.2 – 12.4. The information which must be provided in the Excel sheet is described in Annex 1.

**12.2 Appendix 1:** This should provide a report on the programme of work of the group since the last review for Rolling Grants, or past highlights for other types of proposals, and discuss the future programme, as follows. The report should be in 12-point type, and its length, excluding lists of publications, conference talks etc., should be as described below. Groups are reminded that, when describing previous work, a reasonably concise account is sufficient.

(i) The report should begin with a summary of the group's activities and the strategy for the future programme. This part of the report is expected to be between 2 – 4 pages in length.

(ii) **This section (ii) refers to Rolling Grants only:** For each scientific area (a) a report on the programme of work carried out by group members since the last review, and (b) a description of the group's future programme October 2008 to September 2013.

To avoid repetition of basic information, it is requested that the plans for the future programme follows immediately after the report on current work on that programme but with the past and future programmes clearly separated. For all scientific areas, applicants should explain any specialist technical terms used in their reports.

Based on the reported work since the last review, the PPGP will grade the individual programmes in each institute, and also award a grade for the overall work of the group over the review period.

- For all scientific areas: The section of the report dealing with each programme/project should be headed by a table giving a list of the staff involved

during the review period. This should list names, status and FTE fraction of time on the project during the review period.

- The maximum length for each programme/project is half a page per FTE working on the programme. The report should emphasise the identified contributions of the HEFC/SHEFC and STFC supported staff. References to individuals in the group's reports should be highlighted in bold face. Only the publications and equivalent material within the period of the grant, in which the group has played a major role, should be mentioned in the text of the report or case for support, and reference should be made to these in Appendix 3, rather than including the bibliographic information several times.

(iii) Computing Equipment: Groups should provide an overview of their computing strategy, recognising that provision of computing equipment is a continuous process of upgrades.

(iv) In the case of Rolling Grants, an explanation of any expenditure which has resulted in a variation of 20% or more against the funds awarded against each heading in the original announcement; and the benefits from attendance at conferences not specified in the previous grant proposal should be outlined.

(v) A brief report (maximum half a page) on activities in support of the public understanding of science, emphasising particular highlights.

(vi) A short report on any collaborations and interactions with industry during the period.

(vii) Non-PPGP and non-STFC support: In the case of Rolling Grants, the Grants Panel seeks information on STFC support outside the rolling grant over the review period. Examples include Responsive RAs, Special Programme Grants, etc. The Panel is only interested in support which has been obtained for equipment, consumables, travel and staff posts directly involved in the programme; it is not necessary to detail any other items.

(viii) Concordat on Contract Research Staff Career Management: The applicant is required to report on how the concordat is being implemented within the context of the group.

**12.3 Appendix 2 – Case for Support:** Funds Requested - this should contain a detailed case for the staff funds requested. For travel, equipment and consumables, the "formula-funding" employed in previous grants rounds will no longer be used as it is not consistent with fEC. Thus a full case, maximum length 3 pages, must also be made for these items, following completion of the relevant sections on the Je-S system. Please see sections 11.12 for Large Infrastructure items of equipment.

A case relating to the proposed programme must be made for the continuation of each current staff post, or fraction of a post, and for initiation of new posts. In line with the principles of fEC, cases must be included also for academic staff posts for which some salary funding is sought. The technical case for Large Infrastructure items of equipment should also be related to the programme proposals.

The level of information expected in the case for support for each post is as follows:

- (i) For posts which already exist as academic or rolling grant funded posts: up to half a page. For rolling grant posts a proposed plan of work identified for the next five years is required. It is acceptable that in years 3 and beyond effort can be attributed up to 50% FTE on non-specific programmes.
- (ii) For new posts a case of up to one page should be provided, giving the scientific case. Each such case should be contained on a separate side of paper.
- (iv) For project studentships (see section 10), a scientific case of up to one page should be made.

Bids for continuation of existing posts, and for additional staff support, will be assessed on their merits by the PPGP.

The following areas need to be specifically addressed where applicable under separate headings **as an Annex** to the case for support, which should be of no more than 4 pages of typescript in total with no more than approximately 600 words per side in 12 point font.

- Scientific excellence
- International competitiveness
- Strategic value within STFC programme
- Productivity of investigator (PI)
- Productivity of grant supported staff (where relevant)
- Quality of leadership/management
- Suitability of Institution/Group
- Potential for knowledge transfer - (Please submit on separate page)
- Quality of outreach plan - (please submit on separate page)

The PPGP will apply a uniform procedure when assessing proposals. All proposals will be assessed on scientific merit and within a broad policy framework set by the Council and Science Board. Peer review will operate along established lines and in drawing up the priority lists the proposals will be rated as follows:

**Fundable**

The proposed research is of the highest scientific merit. It is novel and/or timely and has such potential that it will, or is likely to, make a significant contribution to world theoretical particle physics or is at the forefront of UK theoretical particle physics and is internationally competitive. The case for support demonstrated that the proposed research is feasible, well planned and cost effective.

**Unfundable**

The science case is not compelling. The proposed research lacks originality and is not critical to any new understanding of the subject. It is either too removed from STFC's strategic plan to be funded or is not scientifically competitive.

**Reject**

The case for support has not been accepted for one or more of the following reasons:  
The science case is technically flawed;

The case for resources (e.g. PDRA or other costs) has not been made;  
The proposal is premature.

12.4 **Appendix 3 – Publications:** this should provide the full list of publications in refereed journals during the review period relevant to the proposal, including also PhD theses completed.

### **13. Price Levels**

Current (January 2008) price levels, including VAT, should be used for non-staff funds requested. The announced grant will take account of the effect of inflation and national pay awards on the level of funds provided for staff posts.

13.1 For staff costs, JNCHES scales are no longer applicable; the applicant should select non-JNCHES on the Je-S form and enter the relevant salary cost for the individual.

## **ANNEX 1 to the Guidelines For Completion Of Grant Proposals Guidance For Completing Form X**

1. As indicated in Section 12.1 of the guidelines **for RollingGrant proposals only** a Form X should be included with the proposal. The following section provides detailed instructions on the completion of the form.

2. The Form X will be available on the Web at the following address:  
<http://www.scitech.ac.uk/Resources/Excel/formx.xls>

The tables have been produced in an Excel workbook. You are asked to complete the forms, and send them to the following email address: **pp@stfc.ac.uk**

3. Please note that some of the tables contain numerical operations (e.g. sum formula) and it is therefore essential that, where stated, the figures are input in the exact format requested.

### **4. FORM X      Staff Details and Programme/Project Participation**

4.1 This form is in three parts which combine together to show the future project participation plans of the group. The unshaded areas only of the form should be completed.

4.2 Part 1 requires a list of all the science areas/projects in which members of the group will be involved over the period of the grant.

4.3 Part 2 is intended to give the PPGP an indication of how the focus of effort for each staff post will change through the period of the grant. Part 2 of the Form X must be completed by financial year (i.e. from April to March). The blocks given on the spreadsheet should be copied to allow an entry for each staff member detailed in part 3 of the form, with the exception of students. Each staff member should have a line for each of the projects in which they are involved. The effort should be given to the nearest 10%. For the first and last year financial year included, only half of the year lies within the current grant period. Consequently the maximum effort percentage noted in these cells should be 50%.

4.4 Part 3 is required to give a snap-shot of all the staff effort in the group at one time, including students. The intention is for this to be as at 1st October 2008, i.e. the beginning of the grant. If, however, this presents a problem, a snap-shot of the current staff as at 1 February 2008 is acceptable, and this date should be specified on the form. All staff and students in the group working on, or in support of theoretical particle physics activities should be included, irrespective of how they are funded. Each individual should have only one entry, with the exception of STFC-supported staff funded at <100% where an increase in support is being sought. Such individuals should have an entry for their current level of support followed consecutively by another entry for the additional portion of time being applied for, with the distinction between the two being shown in Column (11) (Current/New). Applicants should note that posts supported by awards from the STFC outside the rolling grant should be identified as non-STFC supported and identified as such in Form X Part 3 column 4.

4.5 The table has been split into four sections: academic tenured, non-tenured research, technical support and other (this is intended for administrative etc. staff). For each person all of the columns should be filled in, inserting additional rows in the spreadsheet as appropriate. Guidance for completing entries is as follows, where the number refers to the column on the form:

- (1) Type of Staff is a broad grouping which will be closely related to the job title. Each person should be identified with one category and entered in the correct section;
- (2) Name. The name should be entered in the format Surname, Initials;
- (3) Title, e.g. Professor, Dr, Ms, etc.;
- (4) Source of Funding. This should give the organisation that pays for the largest portion of the person's effort, e.g. HEFC, STFC, Royal Society, EU, etc.;
- (5) Job Title. For university staff, please select from one of the following: Professor, Reader, (Senior) Lecturer, Research Assistant, Research Fellow (an award directly to the individual e.g. STFC Advanced Fellowship), Student, Engineer, Technician, Administrator, Secretary.
- (6) Permanent/Fixed-term. Specify whether the post is permanent (P) or fixed term (FT). For fixed term staff state the number of months remaining in the position;
- (7) % FTE time research. Give the individuals total working time spent on research as a percentage of a full-time equivalent;
- (8) % FTE PPT research. Specify the percentage of a full-time equivalent hours spent working on research within the PPT group;
- (9) Programme/projects: List all the programmes/projects detailed in part 1 of form X in which the individual is involved, using the name of the science area and not the number. Each project should be entered on a different row to allow a corresponding portion of time to be entered in (10). For some staff it may not be practicable to give a specific project or set of projects with which they are associated (e.g. computer system managers). In such cases "general support" should be entered into this column;

- (10) % FTE time per project. For each programme/project in column (9) give an approximation of the percentage of full time equivalent hours spent on each project. For example, an RA working 100% of their time on research but 90% of this on STFC PPT research, spent equally on three science areas, would show 100% in Column (7), 90% in Column (8) and 30% in each of the entries in column (10). If another full-time RA works on research for 50% of their time, 40% on PPT and 10% non-PPT, with the PPT time divided equally between 2 projects, Column (7) would show 50%, Column (8) would show 40%, and each of the entries in (10) would show 20%;
- (11) Current/New. Where the post is already supported from October 2008, please enter C. All other posts should be entered as N.