**How to write a good Justification of Resources – for Research Council purposes**

**General instructions – refer to specific call guidance where necessary**

**What the JoR is for:**

It is to aid reviewers when assessing proposals so that they can make an informed judgement on whether the resources requested are appropriate for the research posed.

**What the JoR is not:**

It’s not just a list of the items you’re requesting, this has already been provided in the costing table on Je-s. If you simply use the JoR to list the items without explanation you can expect the bid to be returned by the Research Council before it reaches the assessment stage. It’s not necessary to include the cost of items but it is necessary to explain why they are needed.

**Justify everything:**

Don’t assume that an assessor will know why you need to attend a conference, explain why, what the conference will add to your project. Make sure you have allocated enough of your own time to the project.

**How it must be set out:**

The JoR should be no more than 2 sides of A4, it is an attachment to your proposal. It is mandatory and should explain why the resources requested are appropriate for the research. A good tip is to refer to the costings in Je-s and methodically go through each item and say why you need it. As the JoR is a free text document, it is recommended that you match the costs to the proposal heading, where appropriate, as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost to the proposal | Justification needed | | Questions to consider | |
| Staff – directly incurred posts  Researcher/Technician | Need to justify why a researcher/technician is needed for the proposed work and why the proposed time input is appropriate | | Is the work of appropriate scientific technical difficulty to warrant employing a RA? Why has the grade level been requested? | |
| Staff – directly allocated posts  Principal Investigator (PI), Co-Investigator (CoI) and Research Co-Investigator time | The time spent on the grant has to be justified. You do not have to justify the cost, but the time.  Cannot request time for supervising postgrad students, writing publications after the end of the project, writing grant applications of peer review. | | How much time do you intend to dedicate to the project? Will you be doing all the research yourself? What work packages are the PI and CoI involved with and why? Have you factored in time to work with project partners and collaborators? Are you only managing staff on the project? | |
| Travel & Subsistence | Need to give a full breakdown of the costs eg  How many people are travelling, where are they going and why is it necessary? | | If you are planning to visit people to discuss your research you should explain why those are the right people to talk to and how they can contribute to you meeting your objectives. If you plan to attend conferences you should comment on the advantages of conference attendance and give an indication of the number you want to attend, who will attend and if national/international/general or subject specific.  Travel costs incurred when using facilities should be included where necessary. | |
| Other Directly Incurred costs | What has been requested and why? | | Any proposals requesting items that would ordinarily be found in a department, for example non-specialist computers, should include justification **both** for why they are required for the project **and** why they cannot be provided from the research organisation's own resources (including funding from indirect costs from grants).  Please see below for guidance regarding requests for equipment funding. | |
| Impact | Need to justify any resources requested to support the impact plan, for example  Staff time  Travel & subsistence  Consultancy fees  Publication costs  Public communication training | | You need to explain what these are and why you need to use them.  The Research & Innovation Office can give guidance on this if necessary. | |
| Other Directly Allocated costs | In some cases, such as use of internal facilities and shared staff costs, the cost doesn’t need to be justified but the need for the resource does | |  | |
| Estates and Indirect costs | Does not need to be justified | | You need to explain what you are using the facility for and why you need to use it. | |
| Research facilities (at Research organisations) | Only the time needs to be justified | | You need to explain why you are using a pooled technician and justify the time requested. | |
| Pooled Technicians | For example workshop or lab technicians based at the University. Usually not named. | |  | |
| Infrastructure technicians | The cost should be displayed separately to Estate & Indirect costs in the Other Directly Allocated costs box. The cost does not need to be justified. | |  | |
| Exceptions  PhD student | | Need to justify why a PhD student is needed for the proposed work | | Will a student be skilled enough to tackle the research problems and will they in all likelihood get a thesis out of it? If you are asking for both an RA and student, is there sufficient work at the right technical level for both? Why are both needed? |