



Infrastructure Policy 1: joint bids
GW4 policy on Alliance partners contributing to joint bids for capital equipment

1. GW4 wishes to demonstrate collaboration across the GW4 members when bidding for capital funding and to encourage the submission of joint bids.
2. GW4 recognises that such collaboration is likely to include GW4 members making capital contributions to equipment held at another institution and wishes to encourage such contributions.
3. GW4 members are likely to make capital contributions to show collaborative support for the bid and to support bids which will bring equipment to the GW4 region. GW4 members accept that when they make capital contributions to equipment held at another institution, such a contribution is made with no expectation of any financial benefit to be gained from the contribution.
4. The nature of the collaboration and the details of joint bids will be set out in advance. This may be as letters of support, a memorandum of understanding or a collaboration agreement. A sample checklist of issues to be considered is attached to this policy (Annex 1).
5. Equipment which is funded partly from external grant funding and partly from contributions from other GW4 members shall be owned by a single institution and accounted for according to that institution's accounting policies.
6. Institutions making a capital contribution to equipment held at another GW4 institution shall account for the contribution in accordance with their own accounting policies
7. While it is important that funding opportunities are shared across the GW4 members, all decisions on the ownership of equipment funded through joint bids for external grant funding and/ or through capital contributions from GW4 members will be based on whichever GW4 member has best strategic need to host that equipment. Decisions on ownership will be made as part of the process for finalising the bid.
8. In determining strategic need, GW4 members will consider:
 - The degree to which owning the equipment will support an institution's Research Strategy
 - The level of use proposed by each institution as part of the bid
 - The overall level of funding required (e.g. if one institution has the space to accommodate the equipment but another institution would need to build or make substantial alterations to a building)
 - The degree to which the equipment use is complemented by other equipment already owned by an institution
9. The owning institution will:
 - treat the equipment as a TRAC compliant research facility
 - determine whether the equipment purchase is eligible for any VAT reliefs
 - bear the risk of cost increases or cost overruns during the procurement process
 - bear all the running costs of that equipment, with the understanding that these may be included in the usage charge referred to in paragraph 10 below
 - ensure that all funders' requirements relating to that equipment are complied with

- ensure that the equipment is available for the duration agreed in the proposal submission
 - ensure that all legal, tax, health and safety and insurance requirements are met
 - account for the equipment in accordance with its accounting policies.
10. The owning institution will determine a usage charge for the equipment in accordance with their own policies. The usage charge may be based on full costs or running costs only, depending on the institutional policy. The usage charge must:
- meet all funders' requirements
 - be TRAC compliant
 - be levied in accordance with the GW4 Equipment Charging Policy
11. Institutions which have made a capital contribution to the equipment purchase will pay for the usage of the equipment in accordance with the GW4 Equipment Charging Policy (Infrastructure Policy 2) i.e. the usage charge will not be discounted.

GW4 TRAC Accountants, May 2016.

Annex 1

JOINT BIDS FOR CAPITAL ASSETS

SAMPLE CHECKLIST

Part A – Questions relevant where the institution is either the recipient of donations or a donor

Issue	Response	Applicable Policy
Who is the grant making body?		
Is there more than one body making the grant?		
What is the purpose of the grant?		
Why are we participating in the bid?		Point 4 of the GW4 Policy on Joint Bids for Capital Equipment (<i>Infrastructure Policy 1</i>)
Amount of grant (£)		
Total project cost (£)		
Institution's financial contribution (£)		
FEC costing ID		
Which institution will lead the bid?		Points 7 & 8 of <i>Infrastructure Policy 1</i>
State why.		
Which other institutions will collaborate in the bid?		
What will each of the other collaborators contribute to the project: <ul style="list-style-type: none"> • facilities • equipment • capital contribution • academic participation • other human resources • IPR • letter of support • other? 		Point 8 of the <i>Infrastructure Policy 1</i> Any relevant Major Bids Policy
What is/are the final date(s) for submission?		
What are the primary conditions that have to be met by the bidder(s)?		Refer to the Funder's terms
Who will lead the project from within the institution?		

As this is a joint bid, are there any additional internal approvals required?		Refer to Finance Regulations
---	--	------------------------------

Part B – where the institution is the recipient of donations from other bid collaborators, will receive the grant and will house/host the equipment

Will we acquire any equipment to be funded by the bid?		
Will a formal procurement process be necessary?		Procurement Policy
Where will the equipment be housed?		
Will any new buildings or alterations to any existing buildings be required to accommodate the equipment?		Any relevant <i>Estates Policies/Guidelines</i>
Are there any usage conditions attached to the bid? If yes, provide details.		Refer to the Funder's terms
Will we give rights of usage to the collaborators?		If yes, seek advice from Finance and refer to the Funder's terms
How will we charge for usage by collaborators?		Point 10 of the <i>Infrastructure Policy 1</i> . Also refer to the Table in the GW4 Charging Policy (<i>Infrastructure Policy 2</i>).
What if there is surplus capacity, how will usage be allocated?		Also refer to the Table in the GW4 Charging Policy (<i>Infrastructure Policy 2</i>)
How will we charge for third party usage?		Point 10 of the <i>Infrastructure Policy 1</i>
Will there be public benefit from the research?		
Have VAT implications been considered? Will VAT reliefs be available?		Point 9 of the <i>Infrastructure Policy 1</i>
Are there any running costs associated with the equipment? If yes, who will bear these?		
Are there any additional insurance requirements?		See Insurance pages of financial regulations etc.

Part C – where institution is a donor

Are there any governance issues (including issues relating to charitable status) that might prevent us from participating?		
Are we making a capital contribution?		
If we were to have use of equipment, how will the usage charge be calculated?		Point 11 of the <i>Infrastructure Policy 1</i>
Have VAT issues been considered?		
Have accounting issues been considered?		Consult Finance