

Guidance for completion of SRIF and TandL submissions

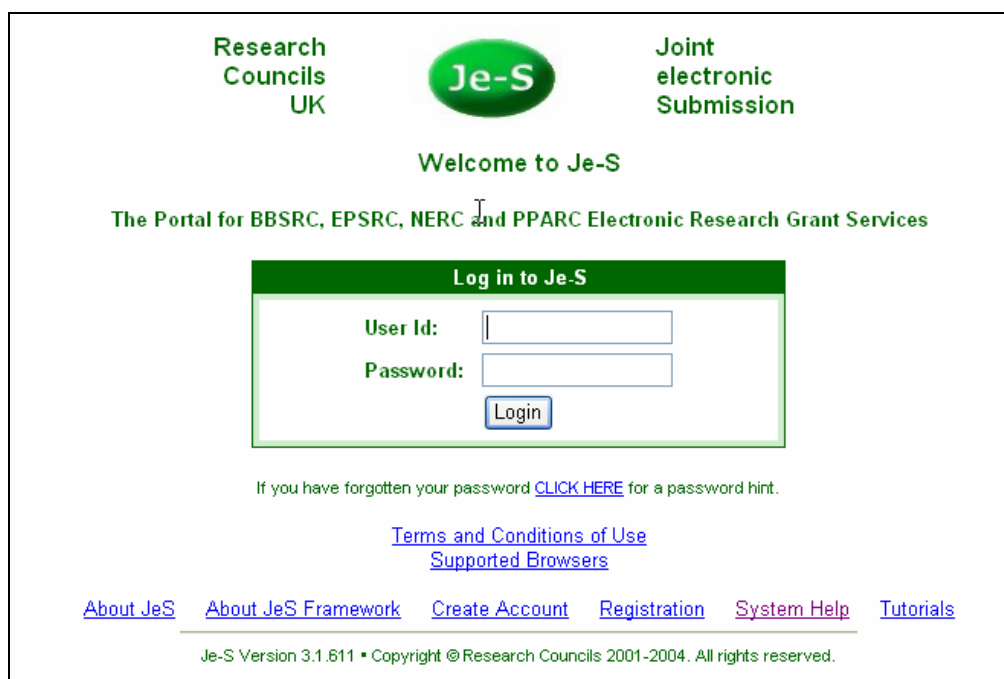
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Gaining Access to Je-S

If you are registered as a Co-ordinator for SRIF 2006-2008 or TandL 2006-2008 you will receive an email from the Je-S helpdesk detailing how to access the Je-S system and complete your submission. If you do not receive an email by the 22nd April 2005 or have trouble logging in to the system contact the Je-S helpdesk (details below).

Enter user id and password into the login screen to gain access to the system.



Research Councils UK

Je-S

Joint electronic Submission

Welcome to Je-S

The Portal for BBSRC, EPSRC, NERC and PPARC Electronic Research Grant Services

Log in to Je-S

User Id:

Password:

Login

If you have forgotten your password [CLICK HERE](#) for a password hint.

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[About JeS](#) [About JeS Framework](#) [Create Account](#) [Registration](#) [System Help](#) [Tutorials](#)

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Je-S Helpdesk Details

E-mail: Je-SHelp@rcuk.ac.uk

Phone: +44 (0) 1793 44 4164

Staffed Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays)

When reporting problems by e-mail or telephone, please supply the following information:

Your name, organisation and user id

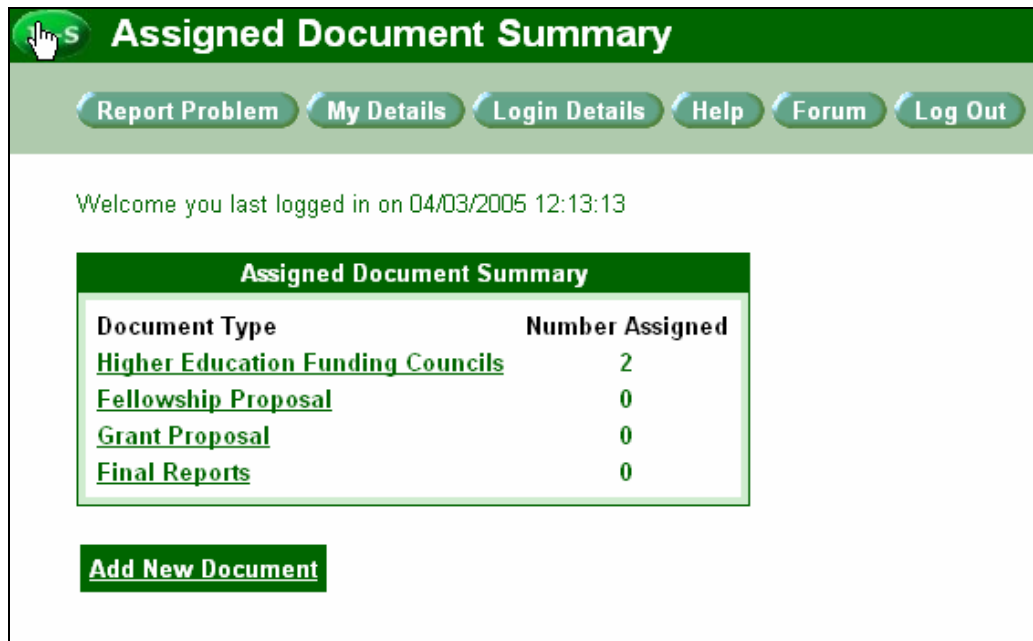
The date and time

What part of the form or system you were working on

The nature of the problem

Gaining Access to Je-S continued

If you registered with the Je-S system for other submissions, you may see a screen something like the one below with other documents available that you are registered to edit. For SRIF or TandL submissions you should choose the **Higher Education Funding Councils** document.



Assigned Document Summary

Report Problem My Details Login Details Help Forum Log Out

Welcome you last logged in on 04/03/2005 12:13:13

Document Type	Number Assigned
Higher Education Funding Councils	2
Fellowship Proposal	0
Grant Proposal	0
Final Reports	0

[Add New Document](#)

The next screen shows the document available for editing, select the name or programme (SRIF or TandL) to gain access to the main menu. (If you are registered as co-ordinator for both SRIF and TandL both documents will appear on the screen below.)



Filters:

Council: PI: Organisation: Status:

-- All -- -- All -- -- All -- -- All -- Reset

Show documents submitted to Council

Council	Document	PI	Reference	Council Reference	Title	Organisation	Status
HEFCE	SRIF	Mr N Wheeler		SRIF2006	University of	Editable	

[<< Document Summary](#) [User Preferences](#)

Main Menu Screen

The main menu screen for the SRIF or TandL submissions is shown below (TandL 2006-2008 will replace SRIF 2006-2008 on the TandL screen).

Allocation: The allocation for your institution. You should contact the helpdesk before proceeding if this figure is not correct.

Total Applied for: This figure will change as you add projects. While you are completing the submission the total applied for can exceed the allocation but the two figures must match before submission can be completed.

Outstanding: This field will show you how much of the allocation remains to be applied for.

Edit Attachments: If you wish to make comments on your entries or give additional information which cannot be included in the submission you should create a word-processed document which can then be attached to your submission. See online help within the Je-S system for details of how to attach the document.

Validate Document: Check all projects and programme level questions for omissions and errors.

Submit Document: When the whole programme has been successfully validated the Coordinator will be able to submit the document (this option will not be available to other editors). Validation will automatically be carried out before submission. Once you have successfully submitted you will still be able to view your document but you will not be able to edit any part of it. If you need to make changes after submission contact the helpdesk.

Main Menu Screen continued

Print Document: This will create a printed version of the full submission; see online help for further details.

Document Import / Export
[Print Document](#)

User Access Privileges: For adding editors and viewers of the data, see online help for further details. Please note that only one person can edit the data at the same time.

Show Document History: A record of actions taken.

Transfer Document Ownership: This should only be used if it is necessary to change the designated coordinator. Please contact the helpdesk before doing this.

Document Management
[User Access Privileges](#)
[Show Document History](#)
[Transfer Document Ownership](#)

View Co-ordinator: Details of the designated co-ordinator.

Edit Programme: The set of strategic questions to be completed in support of your submission.

Edit Programme Costs: Once you have entered details of all your projects this menu choice can be used to make changes to the 'funding applied for' figures so that the Total Applied for matches the Allocation.

Edit New Projects: Use this menu choice to create projects.

Document Data
[View Co-ordinator](#)
[Edit Programme](#)
[Edit Programme Costs Summary](#)
Projects:
[Add New Project\(s\)...](#)

When you have created projects by **Adding New Projects** they will appear on the main menu screen for editing.

Edit Programme Questions

Both SRIF and TandL submissions require you to complete eight strategic questions describing the overall programme. Although answers to these questions can be entered directly into the system, it may be more convenient to complete your responses in a word processor and then copy and paste them into the system. A word template has been e-mailed to all co-ordinators for this purpose (it is not necessary to use the template; text can be copied from any appropriate source).

Please keep the format of your answer as simple as possible, avoiding bullet points, underlining, bold etc. Most formatting will be lost in the transmission of the data and may result in corruption of the content. You should check that the number of characters in your response does not exceed 4,000 characters including spaces and carriage returns etc. as your response will be truncated without warning if it exceeds this total.

The screenshot shows a web interface titled "hefce Programme". The "hefce" logo is in a blue box on the left. The main title "Programme" is in a grey box on the right. Below the title, there are several form fields:

Organisation:	University of	Allocation:	£ 14,000,000
		Total Applied For:	£ 14,000,000
		Outstanding:	£ 0

Below the table are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Outstanding" field.

Below the buttons are two text input areas with blue borders and scrollbars on the right. The first question is: "How will the programme contribute to maintaining the productive capacity of your pre infrastructure in a fit state? (max 4000 chars)". The second question is: "How will the programme contribute to using your existing capacity more productively efficiently, within the same footprint? (max 4000 chars)".

Adding Projects

To add projects select Add New Project from the main menu. This will take you to the screen below. Projects can be added in three ways:

Organisation: University of [dropdown] **SRIF Allocation:** £ 14,000,000
Total Applied For: £ 0
Outstanding: £ 14,000,000

Choose Projects By picking from a list of existing Projects
 By entering the codes of existing Projects
 By creating new Projects

[<< Back to Project Menu](#)

By creating new projects: Select the last menu choice to add projects (if the project is in collaboration with other HEIs and you are not the lead collaborator – see notes below on collaborative projects). Enter the names of up to 10 projects at a time from this screen and return to the main menu where the projects you have entered will now be available for editing. If you are submitting more than 10 projects you can return to this screen to enter more.

Please enter the details of up to 10 new projects to create:
(Maximum 150 characters per name)

Project Name

Project 1: [input field]
Project 2: [input field]
Project 3: [input field]

By picking from a list of existing projects: If you have previously created and removed projects you can re-instate them from this menu choice. Click in the blank box of the project(s) you wish to re-instate and return to the main menu screen. The project(s) will re-appear for editing. (NB. This list will be empty if you have not removed any projects.)

Please select the Projects to include:

<u>Code</u>	<u>Name</u>	<u>Start Date</u>	<u>End Date</u>
<input type="checkbox"/> 111	Library refurbishment	Jan 2006	Aug 2006
<input type="checkbox"/> 112	Sports centre annexe demolition	Jul 2007	Dec 2007

Adding Projects continued

By entering the code of existing projects: This menu choice should only be used for collaborative projects where you are not the lead collaborator.

Note on Collaborative Projects

If you are involved in a collaborative project with one or more HEIs, you will need to nominate among the partner institutions a Lead Collaborator before completing your submission. The Lead Collaborator:

- Creates the project within the submission system.
- Informs the other institution(s) involved of the Project Code (as generated by the system).

Once the Lead Collaborator has initiated the project, other collaborators will be able to enter the project code and continue as for any other project. Projects that involve collaboration with other HEIs can be funded up to 100 per cent.

Enter the project code you have been given by the lead collaborator and return to the main menu screen. The project will appear for editing. Although the project name will be picked up from the lead collaborator the project will not contain any data; you should enter the information about your part of the project as for non-collaborative projects.

Please enter the Project Codes(s) of up to 10 existing projects to include:

Project Code 1:

Project Code 2:

Project Menu

Once a project has been created by any of the methods described above it will appear on the main menu screen. Selecting the project name will take you to the project menu below. From this screen details of the project can be added, and the project can be validated, printed or removed from the programme. The **Research Capability** menu choice will not appear in TandL submissions.

Project	
Project Name:	Chemistry Laboratory Refurbishment
Your Reference:	SRIF Allocation: £ 14,000,000
Project Code: 159	Total Applied For: £ 10,950,412
Lead Department:	Outstanding: £ 3,049,588
Document Data	
Edit Project Details	
Edit Collaboration & Additional Funding	
Edit Research Capability	
Edit Building Overall Details	
Edit Building Costs (0)	
Edit Equipment Overall Details	
Edit Equipment Items (0)	
Edit Project Cost Summary	
Document Actions	
Validate Project	
Print Project	
Remove Project	
<< Back to Main Menu	

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Validate Project: You can validate the project at any time. Choosing **Validate Project** will bring up a list of missing or incorrect information or, if the project is complete, return you to the main menu screen.

Print Project: This will create a printed version of the project. See online help for further information on printing.

Remove Project: If you wish to remove the project from your submission choose this link. The project information will not be removed and you can re-instate it any time from the **Add Projects** menu.

Document Data: The menu choices under **Document Data** show the sections of information to be completed for each project. You can edit the project information in any order and return to any of the menu choices at any time. A project must contain Building Cost Overall Details and at least one Building Cost item or Equipment Overall Details and at least one Equipment Items (or both Building & Equipment Overall Details and at least one item each).

Project Details


The following information is required for each project:

Project name: The project name can be amended from this screen.

Project code: The system will generate a unique code for the project. If you are the lead collaborator in a collaborative project with other HEIs – this is the code you should pass on to your partners.

Internal reference: This is optional. If you choose, you can give the project a simple reference – a combination of letters and numbers.

Project outcome: Describe the intended outcome of the project.



Project Details

Project Name:	Chemistry Laboratory Refurbishment		
Your Reference:		SRIF Allocation:	£ 14,000,000
Project Code:	159	Total Applied For:	£ 10,950,412
Lead Department:		Outstanding:	£ 3,049,588

Project Name: (max 150 chars)

Project Code:

Internal Reference: (max 20 chars)

Project Outcome:
(max 2,000 chars)

Collaboration and Additional Funding

hefce Collaboration & Additional Funding		Help ~ Log Report ~ Prof
Project Name:	Chemistry Laboratory Refurbishment	
Your Reference:	SRIF Allocation:	£ 14,000,000
Project Code:	Total Applied For:	£ 10,950,412
Lead Department:	Outstanding:	£ 3,049,588
Is this project in Collaboration with other HEIs ?: <input type="radio"/> Yes <input type="radio"/> No		
Are you the lead Collaborator ?:		
<input type="radio"/> Yes <input type="radio"/> No		
Percentage contribution for HEI Collaboration: <input type="text"/> %		
Are you collaborating with non-HEIs ?: <input type="radio"/> Yes <input type="radio"/> No		
Brief description of other (non-HEI) collaboration and names of organisations involved: (max 400 characters)		
<input type="text"/>		
Have you applied for other Council funding ?: <input type="radio"/> Yes <input type="radio"/> No		
Brief description of other HEFCE / HEFCW / SHEFC / DELNI funding to be applied to project: (max 400 characters)		
<input type="text"/>		

Collaboration with other HEIs? (see note on collaborative projects in **Adding projects**): If this project is in collaboration with other HEIs, select Yes, otherwise select No.

Lead collaborator: If you are the Lead Collaborator select Yes, otherwise select No.

Percentage contribution for HEI collaboration: Indicate percentage of the project cost your institution will be providing. (Lead Collaborator should normally be contributing more than 29 per cent.)

Is this project in Collaboration with other HEIs ?:	<input type="radio"/> Yes <input type="radio"/> No
Are you the lead Collaborator ?:	<input type="radio"/> Yes <input type="radio"/> No
Percentage contribution for HEI Collaboration:	<input type="text"/> %

Non-HEI collaboration: If the collaboration involves organisations or bodies other than HEIs, click Yes, otherwise click No. If you answer Yes, you will be required to give a brief description of the nature of the collaboration and the names of organisations involved. (Collaboration with non-HEIs will not affect the funding level of the project. Only collaboration with other HEIs affects funding levels.)

Are you collaborating with non-HEIs ?:	<input type="radio"/> Yes <input type="radio"/> No
Brief description of other (non-HEI) collaboration and names of organisations involved: (max 400 characters)	<input type="text"/>

Other Council funding?: If you have applied or are proposing to apply for other Funding Council funding (including Learning and Teaching Capital) select Yes, otherwise select No. If you answer Yes, you will be required to give a brief description of the other funding applied for (or to be applied for).

Have you applied for other Council funding ?:	<input type="radio"/> Yes <input type="radio"/> No
Brief description of other HEFCE / HEFCW / SHEFC / DELNI funding to be applied to project: (max 400 characters)	<input type="text"/>

Research Capability (SRIF only – this section does not appear in the TandL submission system)

hefce		Research Capability	
Project Name:	Chemistry Laboratory Refurbishment		
Your Reference:		SRIF Allocation:	£ 14,000,000
Project Code:	159	Total Applied For:	£ 10,950,412
Lead Department:		Outstanding:	£ 3,049,588
Lead Research Council:	AHRB <input type="button" value="v"/>		
Other Research Councils:	<input type="checkbox"/> AHRB <input type="checkbox"/> BBSRC <input type="checkbox"/> EPSRC <input type="checkbox"/> ESRC <input type="checkbox"/> MRC <input type="checkbox"/> NERC <input type="checkbox"/> PPARC		
Research Contact Name:	<input type="text"/> (Max 100 Characters)		
Position:	<input type="text"/> (Max 100 Characters)		
Telephone:	<input type="text"/> (Max 100 Characters)		
Email:	<input type="text"/> (Max 80 Characters)		
Lead Department:	<input type="text"/> (Max 60 Characters)		
RAE Rating:	no rating <input type="button" value="v"/>		
Unit of Assessment of Lead Department:	<input type="text"/> (1-69 excluding 12)		
Optional multiple submission code:	<input type="button" value="v"/> (Optional)		

Lead Research Council: Select the Research Council most relevant to the project from the drop-down list.

Other Research Councils: If there is more than one Research Council relevant to the project, select as many of the other Research Councils listed as necessary.

Lead Research Council:	AHRB <input type="button" value="v"/>		
Other Research Councils:	<input type="checkbox"/> AHRB <input type="checkbox"/> BBSRC <input type="checkbox"/> EPSRC <input type="checkbox"/> ESRC <input type="checkbox"/> MRC <input type="checkbox"/> NERC <input type="checkbox"/> PPARC		

Lead researcher: This should be the research-active person most relevant to the use of the building and/or equipment for which funding is required. This person must be a member of staff of the institution, and will normally be in the 'Lead Department' (see below).

Research Contact Name:	<input type="text"/> (Max 100 Characters)		
Position:	<input type="text"/> (Max 100 Characters)		
Telephone:	<input type="text"/> (Max 100 Characters)		
Email:	<input type="text"/> (Max 80 Characters)		

Lead department: The department in and for which the work will be carried out. If more than one department is involved, please select one: multiple departments cannot be named. If this causes difficulty, you can provide an explanation in the Notes and Comments attachment.

Lead Department:	<input type="text"/> (Max 60 Characters)		
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Research Capability continued.

RAE Rating: Select 'no rating', or ratings 1/2/3b/3a/4/5/5* as appropriate.

RAE Rating:	no rating <input type="button" value="v"/>
-------------	--

Unit of Assessment of lead department: Select the appropriate number for the Lead Department in the range 1 – 69 (excluding the number 12) unless the Lead Department has no rating, in which case you should leave the field blank.

Multiple submission code: This field is optional. If your institution was given permission to make a multiple submission to the Unit of Assessment in the 2001 Research Assessment Exercise (RAE), it will have been given a multiple submission code (a character between A and H).

Unit of Assessment of Lead Department:	<input type="text"/>	(1-69 excluding 12)
Optional multiple submission code:	<input type="button" value="v"/>	(Optional)

The final two fields in this section should only be completed if the RAE rating of the Lead Department is below 4 (i.e. no rating/1/2/3a/3b).

What is the case for investing in this research area and how does it link to the research strategy? If the RAE rating for the Lead Department is below 4, explain why this is a valid area for investment and how it links to your current research strategy.

What is the case for investing in this research area and how does it link to the research strategy?:	<input type="text"/>	(Max 2000 Characters)
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Other researchers: If the RAE rating is below 4 you can **optionally** name researchers outside the department or institution who will be substantially involved in any research undertaken as a result of the project. Note that you should make sure that anyone named has given permission for their details to be included in this submission. The system will generate an e-mail to anyone named below to confirm that their permission has been given.

Other Researchers		
Researcher	Email	Department / Organisation
Edit 1.		delete
Edit 2.		delete

Save: When you have completed the section press the save button, validation will be carried out on the section and you will be prompted to complete any missing or incomplete information required. When the section is validated successfully pressing save will return you to the Project Menu.

<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Building Overall Details

This section should be completed for projects involving buildings. The information required for projects involving building is in two parts – first the overall details of the project (shown below) and second the costs of particular works in **Building Costs**.

hefce		Building Overall Details		Help ~ Log Out Report Problem
Project Name:	Chemistry Laboratory Refurbishment			
Your Reference:		SRIF Allocation:	£ 14,000,000	
Project Code:	159	Total Applied For:	£ 14,329,125	
Lead Department:		Outstanding:	£ -329,125	
Estates Contact Name:	<input type="text"/>	<i>(max 100 chars)</i>		
Position:	<input type="text"/>	<i>(max 100 chars)</i>		
Telephone:	<input type="text"/>	<i>(max 100 chars)</i>		
Email:	<input type="text"/>	<i>(max 80 chars)</i>		
Names & locations of buildings: <i>(max 400 chars)</i>	<input type="text"/>			
Description of works: <i>(max 4,000 chars)</i>	<input type="text"/>			
Estimated start date:	Month: <input type="text" value="01"/>	Year: <input type="text" value="2005"/>		
Estimated completion date:	Month: <input type="text" value="01"/>	Year: <input type="text" value="2005"/>		
% of floor space to be used for Research:	<input type="text"/>	<i>(1 - 100%)</i>		
Building costs base date:	Month: <input type="text" value="01"/>	Year: <input type="text" value="2005"/>		
Special factors affecting costs: <i>(max 800 chars)</i>	<input type="text"/>			
Justification of additional space: <i>(max 800 chars)</i>	<input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>				

Building Overall Details continued

Estates contact: Contact to discuss estates-specific issues of a technical nature; this could be (but does not have to be) the director of estates at your institution. No communication will be entered into with any contact without first contacting the Co-ordinator.

Estates Contact Name:	<input type="text"/>	(max 100 chars)
Position:	<input type="text"/>	(max 100 chars)
Telephone:	<input type="text"/>	(max 100 chars)
Email:	<input type="text"/>	(max 80 chars)

Names and locations of buildings: state the names of the building(s) and locations (e.g. campus address) involved in the project.

Names & locations of buildings: (max 400 chars)	<input type="text"/>
--	----------------------

Description of works: In this field you should state what sort of works are involved (e.g. building, mechanical and electrical, external works) and the extent of the works, e.g. is this a partial minor refurbishment?

Description of works: (max 4,000 chars)	<input type="text"/>
--	----------------------

Estimated start date: The date when a substantial start is to be made on site. This may be a separate enabling works contract.

Estimated completion dates: These are expected to be within the period August 2005 – March 2008 although a completion date up to 2010 can be entered if the SRIF allocation is being used for an early phase of a longer project.

Estimated start date:	Month: 08	Year: 2006
Estimated completion date:	Month: 08	Year: 2008

Percentage of floor space to be used for research: Where the proposed building works covered by the contract are in areas to be used solely for research, this percentage will be 100 per cent. Where the contract works involve areas used for other purposes (e.g. there might be other uses such as commercial or teaching) an estimate of the percentage of floor space to be used for research is required. A pro-rata allocation of common areas would be expected. The percentage entered will limit the amount of funding available.

% of floor space to be used for Research:	<input type="text"/>	(1 - 100%)
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Building Overall Details continued

Building cost base date: The date used as the basis for the costs included in the estimate. Where necessary an allowance for inflation can be shown in the 'Allowance for increased costs' field.

Building costs base date:	Month: 01	Year: 2005
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Special factors affecting costs: This field is optional. It should be used if there are any specific planning restrictions or site conditions that impact adversely on normal construction costs. Construction costs might also be affected where listed buildings are involved or where buildings are in a conservation area.

Special factors affecting costs: <i>(max 800 chars)</i>	
--	--


Save: When you have completed the section press the Save button; validation will be carried out on the section and you will be prompted to complete any missing or incomplete information required. When the section is validated successfully pressing Save will return you to the Project Menu.

<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Adding Building Work Types

The total cost of the building works should be broken down into one or more types of work (Adapt or Refurbishment/New Build/Acquisition/Disposal/Demolition).

Use this screen to add or edit work types. The total cost of each work type is shown on this screen as they are added and the total of all building works is shown on the bottom of the screen. Also at the bottom of this screen the total of any increase in Gross Floor area (calculated by adding New Build or Acquisition and subtracting Disposal or Demolition). If the total is positive (i.e. there appears to be an overall increase in floor area) and this is not offset by decreases in other projects you should include a justification for the increase in the relevant strategic question.



Building Costs

Project Name: First Project Building Only
Your Reference: **SRIF Allocation:** £ 14,000,000
Project Code: 156 **Total Applied For:** £ 10,950,412
Lead Department: Chemistry **Outstanding:** £ 3,049,588

Please enter costs for up to 10 Building items.

[Add New Building Item](#)


Type of Work	Description	Total Cost	RIBA Stage	Gross Floor Area m ²	
Edit New Build	New Science lab	10,000,000	Z	100	Delete
		Total: £ 10,000,000		100	

[<< Back to Project Menu](#)

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Building Costs (one or more per project)

This section allows you to break down the overall costs of the building works into various types of work. Please note that all figures should be entered exclusive of VAT. Detailed information is required as follows:



Building Costs

[Help](#) ~ [Log Out](#)
[Report Problem](#)

Project Name:	Chemistry Laboratory Refurbishment		
Your Reference:	SRIF Allocation:	£	14,000,000
Project Code:	159	Total Applied For:	£ 14,329,125
Lead Department:		Outstanding:	£ -329,125

Type of Work: Adapt/Refurbishment ▼

Description: (max 255 chars)

Building Cost (less contingencies): £

Contingencies: £

Building Cost and Contingencies: £

Describe Special Works: (max 800 chars)

Special Works: £

Decant Costs: £

Professional Fees: £

Fitting Out: £

Allowance for increased costs: £

VAT £

RIBA Stage: A ▼

Gross floor area (m²): (1 - 99,999)

Net usable floor area (m²): (1 - 99,999)

Building type category: 5 ▼

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Type of work: The drop-down menu includes the following work types: Adapt or Refurbishment / New Build / Acquisition / Disposal / Demolition.

Description: A succinct description (maximum 255 characters) relating specifically to this part of the project. This could be a phase or other distinct part of the overall project.

Type of Work: Adapt/Refurbishment ▼

Description: (max 255 chars)

Building Costs continued

Building cost (less contingencies): The summation of the BCIS elemental cost breakdown (see <http://www.bcis.co.uk/>).

Contingencies: Depending on the stage that the project has reached this may be a percentage of the total cost or a value based on a risk assessment.

Building Cost (less contingencies):	£	<input type="text"/>
Contingencies:	£	<input type="text"/>
Building Cost and Contingencies:	£	<input type="text"/>

Describe other specialist works: This field is optional, use it to describe any specialist works, e.g. asbestos removal, cleanroom installations, fume cupboards, or IT cabling. Any builders' work in connection with the installation of specific equipment must be cross-referenced to the dependencies field of the relevant equipment item.

Specialist works: This field is optional. If you have described any specialist works enter the estimated cost excluding VAT here.

Describe Specialist Works: (max 800 chars)	<input type="text"/>
Specialist Works (excl VAT):	£ <input type="text"/>

Decant costs: This field is optional and should be used to show the costs of any decant works, which could include temporary storage of furniture or equipment or removal costs.

Professional fees: Professional fees should include all external consultants employed specifically for this project. An institution may use, and claim for, its own professional staff to undertake work on projects in respect of which fees would otherwise have to be paid to outside professional advisers, providing that the institution can demonstrate that this represents value for money. No enhancement of the actual cost of employing staff should be made for profit, overheads or VAT. Suitable records should be maintained to allow audit. The costs of internal programme management (i.e. the client role costs) are to be excluded.

Fitting out: This field is optional. (It does not appear for 'Disposal' or 'Demolition' types.) Fitting out could include furniture, fittings or catering facilities.

Allowance for increased costs: This field is optional. If the building cost base date is different to the actual contract dates, an allowance for increased costs may be required. Any such costs should be shown here.

Decant Costs:	£	<input type="text"/>
Professional Fees:	£	<input type="text"/>
Fitting Out:	£	<input type="text"/>
Allowance for increased costs:	£	<input type="text"/>

Building Costs continued

VAT: VAT has not been added automatically as there may be various rates applicable. Enter the total VAT for the costs above. (NB Total cost including VAT will appear on the **Add Building Costs** screen.)

RIBA work stage: Enter a single character between A – L. Individual work sections or phases may have progressed differently, therefore each one may have a different RIBA Work Stage.

RIBA Stage:	A
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Gross floor area m²: Up to 99,999. This should be calculated in accordance with the RICS Code of Measuring Practice: A Guide for Surveyors and Valuers (5th Edition) ISBN 1842190601.

Net usable floor area m²: Up to 99,999. This should be calculated in accordance with the RICS Code of Measuring Practice: A Guide for Surveyors and Valuers (5th Edition).

Gross floor area (m ²):	<input type="text"/>	(1 - 99,999)
Net usable floor area (m ²):	<input type="text"/>	(1 - 99,999)

Building type category: This field is only applicable when the 'Work section' or 'phase' is either 'Adapt/Refurbishment' or 'New Build'. For these an entry in this field is mandatory. You can choose a figure between 1 and 5, as shown below. If the building can be regarded as falling into more than one category, you should choose the most appropriate category.

Building type category:	5
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	Space type	Project type (example)
1	Complicated highly serviced space with special facilities	Research laboratories
2	Highly serviced space	Subjects allied to medicine, Teaching laboratories
3	Moderately serviced, acoustically sensitive, or heavy floor loading space	Engineering, Lecture theatres, Library/learning resource centre, Music
4	Basic space, lightly serviced	Administration, Art & Design, Drama, General teaching, Social/Dining, Sports
5	Other	Maintenance workshops

Save: When you have completed the section press the Save button; validation will be carried out on the section and you will be prompted to complete any missing or incomplete information required. When the section is validated successfully pressing Save will return you to the **Add Building Costs** screen.

<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Equipment Overall Details

This section should be completed for projects involving purchase or lease of equipment. The information required is in two parts – first the equipment contact details (shown below) and secondly descriptions and costs of the items.

hefce		Equipment Overall Details	
Project Name:	First Project Building Only		
Your Reference:		SRIF Allocation:	£ 14,000,000
Project Code:	156	Total Applied For:	£ 10,950,412
Lead Department:	Chemistry	Outstanding:	£ 3,049,588
Equipment Contact Name:	<input type="text"/>	<i>(max 100 chars)</i>	
Position:	<input type="text"/>	<i>(max 100 chars)</i>	
Telephone:	<input type="text"/>	<i>(max 100 chars)</i>	
Email:	<input type="text"/>	<i>(max 80 chars)</i>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>			

Equipment contact: This is the person to whom queries about equipment will be addressed. This could be (but does not have to be) the head of procurement at your institution. (Contact will not be made without first contacting the Co-ordinator.)


Equipment Contact Name:	<input type="text"/>	<i>(max 100 chars)</i>
Position:	<input type="text"/>	<i>(max 100 chars)</i>
Telephone:	<input type="text"/>	<i>(max 100 chars)</i>
Email:	<input type="text"/>	<i>(max 80 chars)</i>

Save: When you have completed the section press the Save button; validation will be carried out on the section and you will be prompted to complete any missing or incomplete information required. When the section is validated successfully pressing Save will return you to the Project Menu.

<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Adding Equipment Items

Individual items of equipment can be added and amended from the screen below.



Equipment

Project Name:	First Project Building Only	SRIF Allocation:	£ 14,000,000
Your Reference:		Total Applied For:	£ 10,950,412
Project Code:	156	Outstanding:	£ 3,049,588
Lead Department:	Chemistry		

Please enter costs for up to 100 Equipment items.

[Add New Equipment Item](#)


Description	Code	Total Cost	Installation Date	
Edit Various low value laboratory equipment		462	01/2006	Delete
Edit Electron Microscope		400,000	08/2005	Delete
Total:		£ 400,462		

[<< Back to Project Menu](#)

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Details of Equipment Items

The screen below shows all the information to be entered for each equipment item.



Equipment

[Help ~ Ld](#)
[Report Pt](#)

Project Name:	First Project Building Only	SRIF Allocation:	£ 14,000,000
Your Reference:		Total Applied For:	£ 10,950,412
Project Code:	156	Outstanding:	£ 3,049,588
Lead Department:	Chemistry		

Item Description: (max 150 chars)

Item Code:

Item Code Description:

Estimated Unit Cost: £

Quantity:

Total Cost: £

Supplier: (max 50 chars)

Source of Estimated Costs: (max 50 chars)

Expected Installation Date: Month: Year:

Dependencies or Special Circumstances: (max 500 chars)

Details of Equipment Items continued

Equipment item: Describe the item(s) it is proposed to purchase. If you are proposing to buy a large number of identical low-cost items or a group of related items you may wish to group these into a single item.

Item Description:	<input type="text"/>	(max 150 chars)
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Item Code Description: From the pull-down list of item descriptions select the description most appropriate for the item in question. The system will then automatically enter the appropriate code.

Item Code Description:	Analysers
Item Code:	NANAA

Estimated unit cost: Enter the cost of the equipment item(s) excluding VAT.

Estimated unit VAT: VAT has not been added automatically as there may be various rates applicable. Enter the VAT for the item described.

Quantity: This can be one or more up to 9,999.

Total Cost inc. VAT: The system will calculate the total cost including VAT.

Estimated Unit Cost (excl VAT):	£	<input type="text"/>
Estimated unit VAT:	£	<input type="text"/>
Quantity:		<input type="text"/>
Total Cost (inc VAT):	£	<input type="text"/>

Source of estimated costs: Explain how the estimated cost has been derived (e.g. supplier's quotation, catalogue price, previous purchase of similar item).

Supplier: If the cost has been derived from a supplier (whether from a quotation or other supplier information, such as a catalogue), please name the supplier. This does not presume that this will be the supplier from whom the eventual purchase will be made.

Supplier:	<input type="text"/>	(max 50 chars)
Source of Estimated Costs:	<input type="text"/>	

Expected installation date: For this purpose 'installation' means that the equipment has been delivered on site, set up, and is ready for testing. Please enter the estimated month and year of the installation, which will normally be between April 2005 and March 2008.

Expected Installation Date:	Month: 01	Year: 2005
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Dependencies: State here if the date of installation of the equipment is dependent on any special factors (e.g. completion of refurbishment of building) or if there are infrastructural works directly associated with the installation. Information about building works related to the installation of equipment should cross-reference to the information given. If the dependency is the same as for a previous equipment item, a brief cross-reference will suffice. Please also state if there are any linkages between items of equipment (e.g. same supplier required).

Dependencies or Special Circumstances:	<input type="text"/>
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Details of Equipment Items continued

Save: When you have completed the equipment item screen press the Save button; validation will be carried out on the section and you will be prompted to complete any missing or incomplete information required. When the section is validated successfully pressing Save will return you to the Add Equipment Items screen.

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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Project Costs

The total cost of the project will appear on the Project Cost screen when you have completed the building and/or equipment costs. The amount of SRIF funding you are applying for can be entered from this screen. For any project you can enter up to 100 per cent of the project cost but in total you can only apply for 90 per cent of the sum of all project costs (excluding projects in collaboration with other HEIs).

hefce		Project Cost	
Project Name:	chem lab	SRIF Allocation:	£ 1,250,000
Your Reference:	Reference	Total Applied For:	£ 250,000
Project Code:	100	Outstanding:	£ 1,000,000
Lead Department:	gggg		
Total Building Cost inc. VAT:	£	<input type="text" value="902931"/>	
Total Equipment Cost inc. VAT:	£	<input type="text" value="148002"/>	
Project Cost inc. VAT:	£	<input type="text" value="1050933"/>	
SRIF Funding Applied For:	£	<input type="text" value="100000"/>	

Programme Costs

Once you have completed all project information you can if you wish use this screen to make minor amendments to the amount of funding applied for in order to match your allocation. If you make changes on the screen you will need to press **Re-calculate** for the total funding and the amount outstanding to be updated. When the funding applied for matches your allocation, **matched** will appear at the bottom of the screen.

NB: There are some outstanding problems with this screen – it does **not** check that the funding applied for is within the 90 per cent limit (this is checked however when the submission is validated) and the percentage shown on the screen does **not** show the percentage funding applied for.

Programme Costs

Organisation: University of

SRIF Allocation: £ 1,250,000
Total Applied For: £ 250,000
Outstanding: £ 1,000,000

Project Name	Project Cost inc. VAT	SRIF Funding applied for
chem lab	1,050,933	100000
Library Refurbishment and Extens...	953	0
Innovation Centre expansion	2,785	0
new test proj	182,518	150000
lab	0	0
Project Total inc VAT:	1,237,189	£ 250,000

•1,000,000 (80%)

Save Cancel