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## FAILSAFE Grant Awardee Guidance Document and FAQs

### Post Award Requirements

As a recipient of the FAILSAFE grant, it is essential to complete the following steps before officially beginning your project. These steps ensure that both parties are aligned on expectations and project deliverables.

We will be providing a project start up workshop to cover the requirements in further detail.

### Review Terms and Conditions

Carefully read the Terms and Conditions of the award and ensure that you are able to comply with all stipulations. It is critical to verify that your team, co-applicants and collaborators can meet these requirements before proceeding. Please note that failure to adhere to these terms may result in the withdrawal of funding.

### Check Application and Budgets

Review the original application, especially the proposed budget. Verify that the funds allocated are sufficient to cover the planned activities. Notify FAILSAFE of any discrepancies or adjustments needed.

### Notify of Concerns

If you anticipate any issues in meeting the project start date, budget requirements, or other key terms, inform the FAILSAFE admin team as soon as possible.

### Complete Collaboration Agreements

If applicable, complete the required collaboration agreements to formalise partnerships. A template can be provided. Ensure these agreements are signed before commencing work.

### Sign and Return the Offer Letter

Sign the official offer letter to confirm your acceptance of the grant and return it promptly.

### Submit Additional Information

During the grant period, you may be asked to provide additional information which we will require for reporting purposes. Please submit these details as soon as reasonably practicable.



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## Post-Award Reporting and Preparations

Begin preparations for fulfilling the reporting requirements outlined below. Establish systems to track objectives, milestones, and financials to ensure smooth reporting throughout the project.

Recipients of Seedcorn award are required to submit reports at both the 6-month interim stage and upon project completion. Mid-to-large awardees must provide quarterly reports throughout the project. Both groups will also be required to submit follow-up reports after the project concludes.

**Effective reporting is critical to the success of your project and the continued release of funds.**

Below is a checklist to help guide you through the reporting process:

### Review Project Details

Revisit the details of your original application. If there have been any changes to the project's objectives, scope, or timelines, notify the FAILSAFE admin team immediately.

### Track Project Objectives and Milestones

Continuously monitor your progress against the agreed-upon project objectives and milestones. Consider:

- *Are you on track to meet your goals?*
- *Are the milestones being delivered according to the timeline?*

### Document Key Findings

Capture and document the major findings and results of your project. These will be included in the final report and used to evaluate the success of the project.

### Prepare for Budget Analysis

Maintain an accurate and up-to-date record of your expenditures. A budget template will be provided in Excel format to assist with this. Tracking your budget is crucial as it may impact the release of further payments.

### Report Matched Funding, in-kind Contributions and follow on funding

All additional funding must be captured and reported, this includes any matched funding, in-kind contributions or other funding have been received during the project, report these in your submission.

For UK institutions, you will need to capture PI salaries and the 20% contribution.

### Detail Collaborations

Provide information on all project collaborations, including partnerships that have been formed or strengthened as a result of this project.



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## **Communicate Project Findings**

Outline how the findings from your project have been communicated and disseminated to stakeholders and the public. This may include publications, presentations, or media outreach.

Ensure that you report these as soon as they occur to the FAILSAFE team (FAILSAFE@exeter.ac.uk)

## **Report Challenges and Solutions**

Every project encounters challenges. You will be expected to provide a summary of any obstacles you have faced and how you have overcome them to maintain project momentum.

## **Future Plans and Sustainability**

Describe the future plans for your project, including the sustainability of outcomes. Detail whether you have submitted or plan to submit follow-up funding applications to continue or expand the work.

## **Impact**

Explain what impact your project will have and how your project is contributing to societal and community benefits, particularly in Low- and Middle-Income Countries (LMICs). This is a core aim of the FAILSAFE project and will be carefully evaluated.

## **Prepare for a Detailed Project Report**

Using the above, ensure you are ready to provide a comprehensive report detailing delivery against the planned objectives and milestones. Include progress updates and an overall status summary.

In addition to the above, the reports will require you to submit an overall project status report that ties together all aspects of your project's progress and outcomes.

## **What Happens After Report Submission?**

Once your report has been submitted, the following steps will take place:

### **Initial Check by FAILSAFE Admin Team**

The FAILSAFE admin team will perform an initial check to ensure that your report is complete and includes all necessary information. You will receive an e-mail confirmation once your submission is received.

### **Review and Approval by Directorate**

Your report will be passed on to the Directors for a formal review. The Directors will assess the project's progress against the planned objectives and milestones. The approval process is typically completed within two weeks of report submission.



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## Addressing Concerns

If the Directors have any concerns regarding your report, they will contact you directly to discuss and address these before final approval is granted.

## Scheduled Payment

Once your report is approved, the next scheduled payment will be authorised, subject to receipt of an invoice for the agreed amount as outlined in your original award letter.

## Sharing of Reports

Upon approval, copies of your project report may be shared with the funders for their records.

## Award Conditions

### Payment Schedule and Progress Monitoring

The release of payments is directly linked to satisfactory progress made against the planned objectives and milestones. It is important that you maintain progress as delays may impact future funding.

### Submission Deadline

Your Project Report must be submitted by the date specified in your award offer letter. Failure to submit the report on time may result in delays in milestone payments or impact consideration for future funding.

### Open Access Compliance

All original peer-reviewed published research papers directly associated with your award must comply with Research Council UK's open access policy. More information can be found here:

[UKRI Open Access Policy.](#)

### Acknowledgement of Funding in publications and press releases

Any publications, outputs, or downstream funding related to the award must acknowledge the funds provided through FAILSAFE using the following statement:

“This work was supported by the FAILSAFE PROJECT at the University of Exeter, funded/co-funded (select as appropriate) by the UK Department of Health and Social Care's (DHSC) Global AMR Innovation Fund (GAMRIF). The views expressed in this publication are those of the author(s) and not necessarily those of the UK DHSC.”

Should you have any questions or require further assistance, do not hesitate to contact the FAILSAFE admin team [FAILSAFE@exeter.ac.uk](mailto:FAILSAFE@exeter.ac.uk).



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## Frequently Asked Questions

### **Will I receive a template for reporting?**

Yes, templates will be provided ahead of the reporting deadlines. We strongly encourage you to raise any concerns as soon as they arise, rather than waiting until the interim or final reports so that we are better placed to support you.

### **Can I change the start date of my project?**

Your project must commence prior to the latest project start date for that round of funding. If you plan to change the dates of your project then this must be communicated to the FAILSAFE team as soon as reasonably practicable for authorisation before proceeding.

### **Can I make changes to my original planned budget?**

Funds must be utilised as outlined in the original application. Awardees are required to submit financial reports at the mid and end points of the project (e.g., at 3 and 6 months for a 6-month project) for seedcorn awards, and on a quarterly basis for mid to large projects. These reports must be sent to the FAILSAFE Admin Team prior to the release of grant funds. If there are any changes to the planned allocation of funds, you must inform the FAILSAFE team and provide a justification for these changes to seek approval before making any reallocations.

### **What happens if I do not spend the funds I have been awarded?**

You are expected to use the grant funds as outlined in your application. Failure to provide evidence of appropriate spending may affect the release of future payments, and you may also be required to return any unspent funds.

### **Do I need to submit receipts as evidence of expenditure?**

We do not require receipts to be submitted but these must be kept by the host institution as they may be required for future audits. The awardee's host institution must follow their standard procedures for financial accounts. Any underspend on grants will be retained and/or must be returned to FAILSAFE.

### **Can I apply for more funding from FAILSAFE?**

No, we can only provide the funding specified in your offer letter. We encourage you to seek match funding or in-kind contributions and to plan for follow-on funding to ensure the long-term sustainability of your project. You will be asked to report on these efforts throughout the project's duration.

### **What should I do if I think I will not finish the project within the agreed timescales?**

It's important to closely monitor your project and aim to complete it within the agreed timelines. However, if you anticipate that you won't be able to meet the dates outlined in your application



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and offer letter, please inform the FAILSAFE team as soon as possible. We will work with you on a case-by-case basis to determine the best course of action.

**Who should I contact for support or questions?**

Please reach out to the FAILSAFE team at [FAILSAFE@exeter.ac.uk](mailto:FAILSAFE@exeter.ac.uk), and someone will be happy to assist you.