



Information current as of 17/8/26

## Engaged & Participatory Research Fund

### Frequently Asked Questions

**Q: Can you be on more than one application?**

**A:** Yes, but you can only be the lead applicant on one application.

**Q: Can you have more than one external partner?**

**A:** Yes. If you plan on having multiple external partners, please list them on the application and indicate the role each will play and how you will communicate between them.

**Q: Can the primary external partner be someone from another Higher Education Institution (HEI)?**

**A:** No. The primary external partner must be non-academic individual, group or organisation. However, you are welcome to include a partner from a different HEI as an additional co-applicant.

**Q: Can the academic PI be affiliated with the external partner organisation (e.g. volunteer, board member, etc.)?**

**A:** Yes, but you must clearly explain the nature of the relationship and any anticipated impact on the project.

**Q: Can funding be split between external partners?**

**A:** Yes, but only if essential. Note that processing multiple collaboration agreements takes time. Historically, funds have predominantly been transferred to one external partner.

**Q: Is there a certain proportion of funding which should remain within the University of Exeter budget versus go to the external partner?**

**A:** No set proportion. Justify your allocation based on project needs.

**Q: Can external partners use their funds to pay their staff?**

**A:** Yes. Restrictions on staff funding apply only to University of Exeter personnel.



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**Q: Is matched funding required?**

**A:** No. If available (direct or in-kind), include it in our budget explanation.

**Q: How much detail should I go into for the budget question?**

**A:** There is a word limit of 300 for 'Provide a clear budget breakdown showing planned costs for each activity. Include budget headings and estimated costs. Where relevant, include payment for partner time and public involvement'. Avoid tables because the Microsoft Form outputs data into an Excel file. If dividing funds between internal and external partners, specify amounts and usage for each partner.

**Q: The guidance says that funds cannot be spent on travel by UK researchers to outside the UK, what about people from other countries travelling internationally to the UK?**

**A:** Funds cannot be spent on travel between the UK and another country or from another country to the UK.

**Q: Can you pay students at other HEIs as part of the project?**

**A:** I would suggest contacting UoE Finance to see if and how this would work, as you would need to argue its feasibility and why it is imperative for the success of the project. Funds should support UoE researchers and/or non-academic external partners.

**Q: How do I match the application question numbers listed within the assessment criteria with the online application form, which doesn't show question numbers?**

**A:** The online form matches the Microsoft Word version provided for planning. Use the Word document to identify question numbers referenced in the guidance.

**Q: What amounts are common for participant payments?**

**A:** We point people to the University of Exeter's page on participant payments: [Participation Payments to Research Volunteers | Employment and Human Resources | University of Exeter](#). This is another webpage which is useful on the topic: [Payments | Finance Services | University of Exeter](#). These payments are intended for: "lay" people or "users" (e.g. former or current patients, representatives of particular groups) who are invited to attend meetings to give their views on various matters to inform the research process and direction'.

**Q: Is it ok to offer less money for participant payments in other countries to better match the local context and what represents a fair amount?**

**A:** Yes. Make a note that local context is the reason for the lesser amount.



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**Q: Does the funding cover open access fees?**

**A:** This is unlikely, as all awarded funds must be spent by the end of June 2026. Publication of manuscripts associated with the funded work is unlikely to be ready for publication within the award period. We recommend checking with the Institutional Open Research team for more guidance and links to their institutional open access fund: [Publishing open access | Open Research | University of Exeter](#)

**Q: How do I know what rate to pay Research Assistants, Research Fellows, and/or Student Interns?**

**A:** If hiring a Research Assistant or Postdoctoral Research Associate, you might find the following University of Exeter pay scales helpful: [Grading structure\(AUG25\) for publish.pdf](#)

Do not forget that a person's salary includes 'oncosts'. Oncosts are any additional costs that need to be considered, in addition to salary, to budget the full employment costs of a new post or existing staff member. You can find out more here: [Salaries and oncosts | Payroll Office and salary information | University of Exeter](#)

If planning to hire a Student Campus Partnership Intern – please see the following website and remember there is a £150 Student Campus Partnership management fee above and beyond the hourly rate. [Student Campus Partnership \(SCP\) | Employer Engagement | University of Exeter](#)

**Q: As a UoE staff or student, can I pay myself for my time on the project?**

**A:** These funds cannot be used to cover studentship fees, indirect costs, or pay full-time staff for work that falls within their existing role. If you are part-time staff at the University (e.g., Research Assistant, Research Fellow, or Postgraduate Teaching Assistant), you may be paid for additional hours using forms like the PD103 (or PTA103 for PTAs). If you are a student, please check any restrictions on the number of hours you're allowed to work. If you're within those limits, you can be paid for your time on the project.