

## Document Information

### 1. Document Details

<b>Title:</b>	<b>Finance Review and Approval Procedure for Research and Other Self-Financing Projects</b>
<b>Author(s):</b>	Project Accountant's Office
<b>Version No:</b>	1
<b>Status:</b>	Final

**Important Note:** If the 'Status' of this document reads 'Draft' it has not been finalised and should not be relied upon.

### 2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1		New Procedure	N/A
2			
3			
4			

### 3. Relevant Existing/Related Documents

Existing policies and procedures.

### 4. Consultation History

**This document has been prepared in consultation with the following bodies:**

None

### 5. Approvals

**This document requires following approvals (in order where applicable):**

Name	Date	Details of Approval Required
VP Research & Innovation	15/10/2025	Approval of the procedure
VP Finance & Operations	16/10/2025	Approval of the procedure

## 1. Basis for Procedure

The University's Finance Review and Approval Procedure for Research & Other Self Financing Projects is based on improving the accuracy of submitted proposals, compliance with the university's financial policies, strengthening the internal financial controls and providing good quality information for decision making.

## 2. Scope

To achieve the purposes set out in the basis for this procedure and conscious of not unnecessarily increasing the administrative burden on staff, the scope of this procedure will apply to:

- (a) All research proposals and all other proposals with a project value (including transfers to project partners or other third parties) equal or greater than €250,000.
- (b) Any research or other funded proposals with a value less than €250,000, where the application or proposal requires a financial sign-off.
- (c) Projects that do not meet either of the above criteria, do not require a formal review, but can be checked on request – this may be useful for staff submitting a proposal for the first time for example.

Externally funded capital projects including building and large-scale construction or refurbishment are *outside* the scope of this procedure.

## 3. Submission

Proposals should be submitted to the Finance Office using the online form P07.1 – Proposals for Financial Review.

In addition to attaching the proposal, the submission to the Finance Office should attach a file to link to programmes eligibility criteria (if available) and any other pertinent information on the funding call or submissions.

## 4. Timeliness of Submission

Whilst recognising the deadlines can be tight, it is important that submissions to the Finance Office are received at a minimum two weeks in advance of any deadline.

## 5. Financial Checks

In the interests of avoiding delays a sample Check List is provided in the Appendix to this procedure to assist proposers minimise errors and resulting delays. Please note this is not an exhaustive list but does include the high-level items to be aware of.

## 6. Outcomes

Following the review, the Finance office will contact the proposer with one of the following outcomes:

(a) *Approved*

Where there are no financial issues highlighted, and the proposal can be submitted.

(b) *Conditional Approval*

Where there are issues or areas of uncertainty, a conditional approval may be issued to allow the proposal to be submitted. Details of these conditions will be notified to the proposer at the time.

(c) *Additional Information Required*

Where a proposal is incomplete or information on the funding call (if applicable) is not provided, it will be returned to the proposer unapproved, but with a request for the additional information to allow for resubmission.

(d) *Not Approved*

Where the financial aspects of the proposal are not compatible with the funders eligibility criteria, or where the proposal will clearly not cover its costs, or in the case of commercial activity cover the minimum required overhead for compliance with State Aid rules, or where the proposal will commit the university to cost beyond the projects horizon that are unplanned or unbudgeted or where the proposal is not compliant with the university financial policies, the proposal will be returned unapproved with the reasons stated.

## 7. Appeal

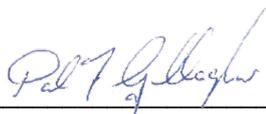
Where a proposal is Not Approved, the proposer has the right to an appeal. This appeal should be supported by their line manager, usually a Centre Manager, Head of Department and the reasons for appeal stated. The appeal should address the issues raised in the original review. The appeal will be dealt with by a more senior staff member and not the person that participated in the original review.

## 8. Non-Compliance

Non-compliance with this procedure including but not limited to (a) not obtaining the approval (b) retrospective submission after the proposal deadline or (c) submitted an unapproved proposal will result in delays or rejection of the proposal at the project setup stage. Non-compliance will also be reported to the relevant Executive member.

## 9. Approval

This procedure was approved by the Vice President for Research & Innovation and the Vice President for Finance and Operations on 26/11/2024 and provided to the Executive for information.



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VP Finance & Operations



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VP Research & Innovation

## Appendix

### Sample Check List for Proposals

#### General Checks

- Is proposal consistent with the funding call / programme?
- Does the proposed expenditure fall within the eligibility criteria provided?
- Is the proposal within the funding timescale?
- Is this project subject to VAT or Exempt?

#### Funding

- Is this a grant or commercial income?
- If a grant will the proposal result in a requirement for matched funding?
- If yes, what form will this matched funding take?
- Will the proposal require an allocation of budget from Core?
- If yes, has this been approved in advance?

#### Pay Costs

- Are all proposed posts on the university's published pay scales?
- Do pay costs include Employers PRSI?
- Do pay costs include Employer Pension contribution (where applicable)?
- For pay cost longer than one year, does the proposal provide for increments on scale and National Wage Agreements?
- Is the proposal compliant with Staff Consultancy & Buyout Policy & Procedures (if applicable)?
- Is the proposal compliant with Guidelines for Engaging Students for Paid work (if applicable)?

#### Non-Pay Costs

- Has the non-pay budget been clearly set out?
- Are there any items of expenditure that will require a tender process?
- Does the proposal seek to specify brand or type of equipment (procurement non-compliance)?
- If any catering or hospitality element compliant with our Hospitality Policy?
- Do non-pay costs include VAT (if applicable)?

#### Capital

- Does the proposal include Capital expenditure?
- If yes, is the definition of capital the same as the university's definition?
- Does the proposal allow for fully recover of capital expenditure or just depreciation?
- Will this result in an unfunded capital cost?

**Partner Payments**

- Are payments to project partners or third parties required?
- If yes, are these detailed clearly in the proposal?

**Overheads**

- Does the project include overheads?
- Is the level of overhead included appropriate?
- Will this project require additional HR/Finance/IT resources?
- If so, have these cost been included?