

Call for Proposals – Clarification Questions

Eligibility

1. Do you have any eligibility criteria in terms of who can apply?

We don't have strict eligibility criteria for the organisations that can apply. We will assess all bids using the assessment criteria in the call for proposals.

2. Does the work need to be conducted by universities or academics?

We do not set a requirement for who conducts the work. However, a guide to the skills and experience of the team we are looking to appoint can be found in the Call for Proposals.

3. Can organisations be named as a partner on more than one proposal for the same piece of work?

Yes.

4. Are organisations able to apply for more than one YEF project at the same time?

Yes.

5. Is it permissible to have joint project leads?

Yes.

6. Are there any requirements for team staff to have a permanent contract at a university institution?

We do not require this. If you could detail your current arrangement and/or expected arrangement if successful, within your application, that would be helpful.

Proposals

7. Should CVs and the project plan be submitted alongside the budget as separate appendices?

You do not need to submit CVs. The main proposal should outline team experience, including relevant information on qualifications, experience, and roles of team members. If useful, you can include an additional spreadsheet containing a project timeline as a Gantt chart or a more detailed budget rather than sharing this in the main proposal.

8. Can YEF support recruitment of participants using its relationships in the sector?

We expect the research team to lead recruitment of participants independently. YEF may be able to provide some light-touch support, but it is the responsibility of research team to recruit participants.

9. Will YEF be able to provide or support access to data from other agencies?

Teams will need to make their own arrangements for accessing any data. YEF cannot support access to data.

Application process

10. Will proposals be assessed with the help of peer-reviewers or academic experts?

Shortlisted proposals will be assessed with the help of peer reviewers and/or academic experts.

11. Can we ask questions about the call for proposals?

We welcome any further questions. Details of who to email these to can be found in the call for proposals.

Definitions

12. Can you confirm the definition of violence being used?

Our starting point when defining violence is the use or threat of intentional physical force. This can include murder, physical assault, sexual assault, dating and relationship violence, harm with a weapon, and robbery. However, we appreciate that the definition of what violence is will vary somewhat dependent on the project focus and outcomes of interest. For example, in some projects we will want to focus on general offending or specific types of violence. There is therefore some contextual flexibility to our definition, and there may be specific definitions stated in the call for proposals for the project.

13. What do you mean by evidence security?

By evidence security, we are broadly referring to our confidence in the underlying evidence. How likely is it that the findings are accurate? One way to think about this is: how likely do we think it is that the findings will change if new evidence emerges? The precise approach to judging evidence security will vary depending on research method. Typically, judgements about evidence security might consider:

- The quality of the underlying research, using a critical appraisal tool
- The quantity of the research
- The consistency of findings between studies, or the consistency of a new study with the existing evidence base
- The relevance, or directness, of findings to a particular context.

Outputs

14. Are there any limits on how the research team appointed could use or publish the research results from this project?

Please see our research publication policy which you can find [at this link](https://youthendowmentfund.org.uk/resources-for-evaluators/), located in this section of our website: <https://youthendowmentfund.org.uk/resources-for-evaluators/>. This policy outlines how research can be used by the research partner team.

Funding (including grant agreements)

15. We will be applying alongside a partner organisation. If successful, what would you expect in terms of setting up grant agreements?

We'd be looking for a grant agreement with one lead organisation who can then have sub-agreements with the other partner.

16. Will the appointed research partner have to keep records of days worked and submit invoices to match that?

As part of normal reporting processes, we would not require records of days worked and matching invoices. We make payments on completion of specific pre-conditions for payment in the grant agreement.

17. When do you make payments for the project?

We will set up an agreement with the appointed research partner which includes a payment schedule corresponding to key milestones and activities on the project. We make payments following completion of activities, which will normally be evidenced by the relevant output (e.g. completion of the protocol).

18. Will you pay VAT?

If we are making a grant: No, we will not pay VAT on the grant. The grant is not considered a taxable supply for VAT purposes and YEF's obligation does not include paying any additional amounts for VAT. The grant amount stated in the agreement is deemed inclusive of VAT if applicable. Therefore, we would not expect VAT to be included in teams' budgets. Pass through VAT via sub-granting work to other organisations may in some circumstances be included. However, it is up to the bidding team to decide if they need to include VAT and any charges must be covered within the total grant amount.

19. Are there any ineligible costs that you cannot support as part of a bid?/

Can you confirm the permissible costing model for HEIs?/

Can we include indirect and estate costs in the total?/

What percentage can we charge for indirect costs?

Indirect/Overhead costs

Treatment of indirect costs/overhead costs is the main difference between YEF as a charity and other central government funders which operate Full Economic Costing (or a relatively high percentage of Full Economic Costing such as 80%). Indirect costs include the costs of administration, such as personnel, finance, library, office costs and some departmental services. These should not exceed 20% of staff costs. We understand that many universities will need to make business case for bidding for YEF work given that our indirect costs are capped at 20%.

Please note that the range provided in each call for proposals is the total budget for the project. Therefore, all costs, including overheads, should be accounted for in this range. We will assess all proposals on value for money.

Direct costs

These are costs that are explicitly identifiable as arising from the delivery of a project. They include:

- Staff: payroll costs, inclusive of salary, national insurance, and pension, for full or part-time staff who will work on the project. These staff costs should be fully accounted for in the budget.

- Travel and Subsistence: funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work. These should be directly attributable to project work, such as attending YEF meetings or travel associated with data collection. YEF will not typically fund participation at academic conferences. We expect research teams to make every effort to keep travel and accommodation costs to the minimum and will not reimburse first class travel.
- Equipment: YEF will fund reasonable equipment costs, where the work cannot be executed without these items. However, standard office equipment such as laptops, telephones or furniture cannot be charged without explicit agreement. Any significant capital expenditure items must be identified within the budget. The completed budget template will need to provide justification for all equipment requested in the justification of resources document.
- Incentives: in principle YEF is prepared to cover the cost of incentives for participation in the research if the research team feel these are relevant and necessary. These should be outlined clearly in the proposal.