

## Information for Successful Bidders

All awards are institution specific as defined by the named lead bidder. Awards are counted as 'grant income' for that institution and are not transferable.

### Awards to Lead Bidders based at Nottingham

- When you are awarded funds you will be sent a 'grant award' letter detailing the conditions of the award
- To request cash for your sessions at Nottingham, please follow the CeDEX procedures. An 'end of experiment' report will be required by finance as evidence of expenditure. A copy of the process is available from the NIBS Administrator or CeDEX Lab Manager.
- If you are running sessions away from Nottingham - please complete a 'field trip request' to have funds credited to your bank account and follow finance procedures at the end of your experiment to return unspent funds.
- If you are running online sessions, or other experiments that do not require an 'end of experiment' report, please confirm your actual expenditure with the NIBS Administrator (so that any unspent funds can be returned to the budget).

### Awards to Lead Bidders based at Warwick and East Anglia

- When you are awarded funds you will receive an individual 'grant award letter' detailing the amount awarded and any conditions attached to spending the award.
- An authorised person from your institution should confirm acceptance of the award by sending a signed copy of the letter to [suzanne.robey@nottingham.ac.uk](mailto:suzanne.robey@nottingham.ac.uk) Nottingham is unable to pay invoices for expenditure until a signed copy of the award letter has been received.
- Please follow procedures at your home institution to get access to cash for your experiments. After your sessions have finished, return unspent funds promptly and tell your home institution how much you spent. They will verify the expenditure and invoice Nottingham for 80% of the cost. Please ask for a copy of the invoice to be emailed to [suzanne.robey@nottingham.ac.uk](mailto:suzanne.robey@nottingham.ac.uk)
- If you are running experiments online, please be sure to tell your home institution how much you actually spent, especially if you choose not to withdraw any surplus funds from the online system you are using.
- Remember, Nottingham reimburses 80% of actual expenditure, not 80% of the figure shown on the award letter (unless you spend all the money).
- If you are running sessions away from your home institution, please agree with your own finance team to get the cash where it needs to be. This will most likely be via a 'cash advance' system. Please note, this also applies if you are running sessions at one of the partner institutions as awards are not transferable and we can **only accept invoices from Warwick or East Anglia**, not from any other institution.

## Information for Successful Bidders

### Unspent Funds

All awards are an 'up to' amount and if you don't use your full award, for example if you run less sessions or payments are less than expected, the surplus funds will **not** be carried over. If you wish to undertake further projects at a later date you will need to make a new grant application.

In the rare event you need to invoice Nottingham before you have completed all your sessions (for example at financial year end or if there is a considerable time gap between your sessions), please email the NIBS Administrator to discuss options.

### Non-transferable Awards

Each successful bid operates like a small grant in its own right and your institution will count it as 'grant income' which is why the grants are not transferrable between Warwick, Nottingham and UEA. This means if the named lead bidder is at Warwick, the grant will be awarded to Warwick. If you later choose to run your experiments at Nottingham, you cannot draw cash from Nottingham as we are unable to cancel the award made to Warwick. So you will need to arrange with Warwick to get the cash to Nottingham in the same way as if you were running sessions in Berlin or at KCL. Warwick will then invoice Nottingham after your experiment.

### Examples

- i) A Warwick researcher is awarded £5000 for his 'consumer spending' project. In the NIBS budget at Nottingham, this money is set aside as a commitment. With the award letter, the researcher can draw £5000 in cash from Warwick to use for subject payments. Pay-outs are less than expected and, after the experiment, he finds he has £450 left. He returns this to Warwick finance with his subject receipts confirming expenditure of £4550. He checks if an authorised (signed) copy of award letter has been sent to Nottingham. Warwick invoices Nottingham for 80% of expenditure (£3640). Warwick bears the cost of 20% expenditure (£910). The balance of the NIBS budget at Nottingham is updated.
- ii) A UEA researcher is awarded £3000 for his 'new nudge' online project. In the NIBS budget at Nottingham this money is set aside as a commitment. He can use his award letter to ask his finance team to credit £3000 to his MTurk account. There are a low number of subjects signing up to take part in the experiment, so he only uses £1250. Due to withdrawal fees he decides to keep the funds in his account to use on another project. Because NIBS funding cannot be used for other purposes, he confirms to finance his expenditure on 'new nudge' was £1250 and provides receipts (online report) as evidence. UEA invoices Nottingham for 80% of the money spent (£1000). UEA bears the cost of 20% expenditure (£250). The balance of the NIBS budget at Nottingham is updated.