

## Health and Care Research Wales

### Integrated Funding Scheme

### Payment and Expenses Guide for Public Contributors

#### Introduction

The information in this document is for public contributors involved in opportunities associated with the Integrated Funding Scheme managed by the Project Grants Team based at LGC.

There are currently 3 different activities that public contributors can be involved with for this funding scheme:

- [Panel Members \(Stage 1\)](#)
- [Funding Board Members \(Stage 2\)](#)
- [Reviewers \(Stage 2\)](#)

Payment for your involvement will be offered based on the guidelines in this document. [Reasonable expense](#) claims are also permitted for additional costs incurred during the above roles. Further information can be found at the end of this document.

## Panel and Funding Board members

As a Panel or Funding Board member you will be offered a **daily payment rate** for your involvement. This daily rate includes:

- Review of funding applications relevant to the meeting you are attending
- Attendance at Panel/Funding Board meeting(s)
- Review of meeting minutes

The daily rates are outlined below:

### Panel Meeting (Arm 1 and Arm 2)

Total number of applications reviewed at the panel meeting	Daily rate
1-15	£200
16+	£275

### Funding Board Meeting (Arm 1 and Arm 2)

Total number of applications reviewed at the board meeting	Daily rate
1-10	£275
11+	£350

The rates above are based on data collected from previous involvement opportunities to reflect time spent on tasks.

An additional payment of £25 per hour will be offered to you for:

- Virtual attendance at support workshops/briefing meetings
- Any work requested of you outside of what is listed above.

Upon completion of your involvement (this will usually be after meeting minutes have been reviewed) you will be sent an email by the Project Grants Team containing a pre-populated payment request form ([Annex 1](#)). You will need to complete this form with your bank details and any additional expenses incurred. Once you have completed this form you must send it to the Project Grants Finance Team (**expenses@researchwales.info**) so that your payment can be processed. Payment may take 6-8 weeks to reach your bank account and will appear as "LGC Ltd" on your bank statement.

Please note, all claim forms must be submitted within 8 weeks of the meeting taking place as per the guidance from [Health and Care Research Wales](#).

## Reviewers

At stage 2 of the Integrated Funding Scheme, we invite public reviewers to provide a review and comments on an allocated application. Reviewers are allocated an application(s) to review but do not attend the Funding Board meeting itself.

Public reviewers are offered £100 per review, this includes the time taken for preparation.

Upon completion of your review, you will be sent an email from the Project Grants team, through the Research Wales Management System containing a payment request form ([Annex 1](#)). You will need to complete this form with the time taken to complete your review(s) in hours plus any additional meetings related to this involvement such as the Reviewer Support Meeting and your bank details. Once you have completed this form you will need to send it back to Project Grants Finance Team ([expenses@researchwales.info](mailto:expenses@researchwales.info)) so that your payment can be processed. Payment may take 6-8 weeks to reach your bank account and will appear as “LGC Ltd” on your bank statement.

## Reasonable Expenses

Any additional expenses which you may incur as part of your involvement will be reimbursed by the Project Grants Team at LGC.

Examples of this may include, but is not limited to, childcare, carer costs and travel.

1. Travel: Attendees are expected to arrange their own transport to the meeting location and will be able to claim reasonable expenses back. Principles to consider when book travel include:
  - Standard class travel will be reimbursed; first class travel is not permitted unless it is more affordable than standard class travel.
  - Routes should be organized using the most cost-effective method, except where a case can be made for an environmentally friendly mode of travel.
  - Where possible, advance tickets should be purchased where these are more affordable
  - Mileage is calculated from your place of residence to the location of the meeting. HMRC approved mileage allowance payments (AMAPS) rates apply.

Vehicle	Rate
Motor vehicle up to 10k miles in tax year	45p/mile
Motor vehicle over 10k miles in tax year	25p/mile
Green Car scheme	Refer to HMRC advisory fuel rates which are updated on a regular basis
Motorcycles	24p/mile

Excess fares allowance	40p/mile
Pedal cycles	20p/mile
Passenger supplement	5p/mile/passenger

Please note, where there is any inconsistency between this document and the most recently published HMRC AMAPS rates, the current HMRC rates apply.

## Subsistence

Subsistence is defined as “food, drink and temporary living accommodations” and is intended to reimburse you for such necessary additional costs of working away from your normal residence. In most circumstances, accommodation will be booked directly through the Project Grants Team for Board members that require overnight stay.

On rare occasions, Board members may need to arrange alternative accommodation, provided this has been pre-agreed with the Project Grants Team. For outside of London, the cheapest available accommodation that is sufficient for the involved individual’s needs, not usually exceeding £100 per person, per night (including breakfast and VAT). Any accommodation exceeding £100 must be pre-approved by Project Grants Team.

For London, the cheapest available accommodation that is sufficient for the involved individual’s needs, not usually exceeding £150 per person, per night, (including breakfast and VAT). Any accommodation exceeding this £150 amount must be pre-approved by the Project Grants Team.

All meals are typically provided before and during meetings. In the usual circumstances that a member claims back costs for meals, the following Welsh Government rules apply:

- You must be absent from your normal residence or place of work for at least 4 hours and at more than 5 miles away from your permanent base or home.
- Breakfast up to £5.00 (only if five hours away from home, including the breakfast period of 07:00 to 09:00)
- Lunch up to £5.00 (only if five hours away from home, including the lunchtime period of 12:00 to 14:00)

Evening meal up to £20.00 (only if ten hours away from home and returning home after 19:00)  
Where one of the above circumstances apply, the following limits are in force.

Location	Breakfast	Lunch	Dinner
UK	£5	£5	£20
London	£9	£9	£27

**\*\* Please note alcohol may not be claimed back in an expense form under any circumstances.**

Upon completion of your involvement, you will be sent an email by the Project Grants team containing a payment request form ([Annex 1](#)). You will need to complete this with your expense information and bank details and include relevant receipts. Once your payment request form is complete you should send it back to the Project Grants Finance Team (**[expenses@researchwales.info](mailto:expenses@researchwales.info)**) so your payment can be processed. Payment may take 6-8 weeks to reach your bank account and will appear as "LGC Ltd" on your bank statement.

## Annex 1- LGC payment request form

### Health and Care Research Wales Expense payment request form

Please complete this form in **BLOCK CAPITALS** for claiming expenses. Payment will be made by BACS directly into your bank account.

Purpose and description of expense	Date	Amount (GBP)	Receipt (tick)
<b>Total</b>			

Please note: all claims are subject to the [Expenses Policy for Integrated Funding Scheme Board Members](#)

<b>Payee/account name</b>	
<b>Payee home address</b>	
<b>Name of bank</b>	
<b>Account number</b>	
<b>Sort code</b>	
<b>IBAN number (if applicable)</b>	
<b>Swift code (if applicable)</b>	
<b>Payee signature</b>	

Please return to: [expenses@researchwales.info](mailto:expenses@researchwales.info)