

Reckitt Global Hygiene Institute

Discretionary Contingency Funding Policy

Policy number: P1400

1. Policy Statement

This policy outlines RGHI's approach to research contingency funding.

This policy includes the eligibility criteria for current award holders to request contingency funding, the process for submitting a request, and the process for contract amendments.

This policy applies to: Current RGHI award holders with at least nine months remaining on their grant/fellowship.

All award holders are expected to adhere to this policy from the Effective Date (see below) unless a prior arrangement has been formally agreed between the award holder and RGHI.

2. Requesting contingency funding

2.1 Criteria for requesting contingency funding

In exceptional circumstances award holders may be granted a small amount of contingency funding, if required to meet the originally agreed objectives of the research within the original project timeframe. Contingency funding is not available to extend the duration, timeline or scope of awards.

Contingency funding may not be used during a no-cost extension.

The total amount of contingency funding that may be granted is calculated as a proportion of the total grant amount. To confirm the maximum amount that may be requested, contact the RGHI Programme Manager.

Contingency funding may be requested from RGHI in the following circumstances:

- Unforeseen salary increases, such as promotions or inflationary increases, resulting in additional costs.
- Exchange rate fluctuations impacting project costs.

- Major unforeseen circumstances (force majeure) causing delays and/or additional costs to complete the required work.

2.2 Process for requesting contingency funding

Award holders must submit a formal request for contingency funding via email to RGHI, at grants_admin@mail.rghi.org

The request must be submitted no later than nine months before the end date of the award, and not within a no-cost extension period.

The request should include:

- A detailed justification for the use of funding within the original project timeline.
- An update on expenditure of the existing funding allocation (Project expenditures against the current award in the RGHI budget reporting template, which is found in Foundant).
- A budget detailing how much funding is requested and how the additional funds will be used.
- If relevant, a timeline for the completion of the work, outlining any potential risks to completion within the updated budget and mitigation strategies to manage the risks.
- Document any cost-saving measures or adjustments already made to address the issue without requiring additional funding, demonstrating that contingency funding is a last resort after all other options have been explored. For example:
 - Reducing non-critical expenses.
 - Prioritising core project activities.

RGHI will review the request and notify the award holder within four weeks of the date of request. If RGHI is unable to make a final decision by this deadline, we will provide a clear reason and updated timeline for the decision.

3. Contracting

If contingency funding is approved, RGHI will issue a contract variation. Award holders must adhere to the terms and conditions outlined in their original award agreement, as well as any additional requirements specified in the contract variation.

4. Contact

For further assistance or to help with any queries, please contact grants_admin@mail.rghi.org.

5. Policy Administration

5.1 About this Policy

Version: v1

Effective Date: 12 May 2025

Policy owner: Emily Giles, Operations and Communications Manager

Policy sponsor: Sarah Roberts, Executive Director

Contact: Emily Giles or Jamie Nunn, grants_admin@mail.rghi.org

Appendices: None

The Board of Directors of RGHI adopts this policy to establish clear guidelines, promote best practices, and ensure compliance with applicable laws and regulations. This policy aims to support RGHI's mission and enhance organisational effectiveness.

RGHI's Executive Director is responsible for ensuring implementation of this policy.

RGHI reserves the right to revise and amend this policy as necessary to ensure alignment with organisational objectives and funding priorities.

For all RGHI Policies and Standard Operating Procedure, see www.rghi.org/public-policies

5.2 Document History

Date	Version	Reason/Description
12 May, 2025	Version 1	Executed Policy