International Working
Justification of Resources for International Working related costs

Background

The revised International Working Policy is effective from October 2023 (replacing the previous Global Mobility Policy). As stated in the Policy, engagement in a diverse range of overseas projects, collaborations and activities lies at the core of the University’s mission. The University recognises that the need to undertake fieldwork overseas for extended periods as well as shorter visits for research purposes is essential to many disciplines.

The intention of the Policy is not to curtail such research, which should be informed by research methodology and feasibility to achieve intended outcomes. The Policy is in place in order to ensure that researchers are able to carry out research and fieldwork without detriment to their health and safety or breach of legislation.

Research or fieldwork of less than 90 days in any rolling 12 month period to any one single country can continue to be managed under University Business travel policies and processes (subject to the Conditions stated in the Introductory Guidance). The International Working Policy will not apply in these cases.

Although longer research projects and fieldwork do require additional review and approval under the International Working Policy, this is not necessarily costly or administratively complex. There will be many instances where research and fieldwork can be supported quite simply by following the processes set out in the Policy and guidance and by adhering to a few basic compliance measures. However, each country has their own tax, social security and employment legislation, and each employee’s personal circumstances and work patterns will differ, and that is why it is important to review each request on a case by case basis to ensure every aspect, including the potential costs, have been considered and addressed as early as possible. This becomes especially important when preparing research grant applications, which may be directly impacted by International work related costs.

The Global Mobility HR Team can be contacted to assist with any queries relating overseas research and fieldwork, providing cost estimates where appropriate. Further information on International Working arrangements, including which the International Working Policy and accompanying guidance can also be found on the Global Mobility and International Working webpages.

Please note this guidance applies to research / fieldwork carried out overseas for operational reasons. It does not apply to any request a researcher has made to work internationally for personal reasons.

International Work related costs and research grant budgets

The University is required to comply with all overseas tax (payroll) and employment legislation which becomes applicable as a direct result of research and fieldwork being conducted in locations outside the UK. Therefore International work related compliance costs are necessary employment costs and may constitute an eligible costs to funders to be charged to the respective research grant budget.

There is evidence from audits that major funders such as UKRI, ERC and Wellcome Trust have accepted some these costs in the past. Institutions are therefore requested to include these costs in project funding applications, in line with the process set out in this guidance.

If additional employer compliance costs will be incurred which cannot be included in a funding application, in recognition of the importance of research and fieldwork to the University, these costs will be supported via a Central Fund for International Working, which has been agreed until August 2025.

Version 1: Effective October 2023
Process

Request cost estimate for grant application:

- **Who do I need to contact when?**

  Please contact the Global Mobility HR Team as early as possible (ideally 4 weeks before and a minimum of 10 working days before the ROO deadline) for country specific costing advice regarding each individual researcher who will be carrying out work outside the UK to be included in grant application.

- **What information do I need to provide when requesting costing advice from the Global Mobility HR Team?**

  - Name of Individual
  - Nationality of the individual
  - Salary
  - Country of residence (residence location prior to employment if new hire)
  - Which research funder are you applying to?
  - Duration to be spent outside the UK
  - Research pattern based on the requirements of the project, i.e. one trip of X months to Country X, multiple trips of X weeks to Country X, Y and Z over 12 months
  - Start and End date of employment
  - Timing of the overseas trip, within the employment period (i.e. immediately upon commencement, Year 2 etc.)
  - Right to work in the overseas location (details of the type of visa/visa category the employee will be applying for)

  We appreciate all of the above information may not be known, but please provide as much detail as possible. Depending on the specific circumstances of the case, additional information may be required. This will be confirmed by the Global Mobility HR Team.

- **Confirmation of Costs**

  Based on the information provided, the Global Mobility HR Team will provide an estimate of potential costs. Please note that in some cases, there will be no additional costs.

  Please refer to the Appendix for a list of costs which can / cannot be charged against the research grant.

**Wording for Justification of Resources**

Where it is confirmed that additional costs are likely to arise as a result of International Working, please fill in the blanks in the square brackets and adjust the following sentence based on advice by the University’s Global Mobility HR Team before adding it to the Justification of Resources of your funding application:

Dr/Prof X will spend [X months/days for periods >90 days] in [single country] in [rolling 12 month period] to conduct essential [field research – expand, could link to Case for Support and full justification elsewhere in the Justification of Resources].

There will be ongoing employment related costs of £ [x] per annum, arising from immigration requirements (visa/work permit applications), payment of overseas social security and mandatory pension, mandatory work place insurance policies etc. which need to be put in place to support this overseas research activity whilst ensuring compliance with all overseas tax (payroll), immigration and employment legislation.
The table below provides a summary of the costs which can be charged against the research grant, and those which are not accepted under the grant and will therefore be covered by the central fund for International Working.

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<thead>
<tr>
<th>Research Grant</th>
<th>Central Fund for International Working</th>
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<tbody>
<tr>
<td>Visa / Work permit applications and renewals</td>
<td>External Tax / payroll Advice</td>
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<tr>
<td>Employer contributions to overseas social security schemes</td>
<td>External Employment law Advice</td>
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<td>Employer contributions to mandatory pension schemes</td>
<td>Overseas payroll set up and running costs</td>
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<td>Mandatory medical insurance</td>
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<td>Mandatory accident / work place insurance</td>
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