



Form X Instructions

This document is aimed to help with completing the STFC Form X. The Form X provided must be returned completed. You must respect the formatting and any formulae built into the spreadsheet; it is not permissible to create your own Form X or amend any of the formatting on the Form X provided (apart from adding rows). If you have any queries when completing the spreadsheet, please contact:

- Mrs Jane Long: Jane.Long@stfc.ukri.org

Part 1 – Group and Theme information

STFC requires a list of all the experimental, theoretical and R&D programmes or themes in which members of the group will be involved over the period of the grant. This should also include construction projects (e.g. NuSTAR), and other programmes (e.g. IPS, EPSRC grants) in which group members are involved, or plan to be over the same period.

Period:	01/10/2021 - 30/09/2024
1	Group Name:

Figure 1

- 1) Please identify the name of your research organisation.

2		3		4
Category		Research Programme/Theme	No.	Principle Facilities Used
Detector R&D	Expt	Detector R&D Theme 1	1	Laboratory 1
Operations	Expt	Operations Theme 1	2	Laboratory 1
Operations	Theory	Operations Theme 2	3	Institute A
Exploitation	Expt	Exploitation Theme 1	4	Institute A
Exploitation	Expt	Exploitation Theme 2	5	Laboratory 1

Figure 2

- 2) Please select from the drop down list what Category the associated Theme falls into. The options are:
 - Detector R&D
 - Operations
 - Exploitation

Then select from the drop-down list whether the research is related to Experiment (Expt) or Theory (Theory).

- 3) Please detail the name of the Theme. Take note of the Theme number as this will be used to specify which themes individuals in the group work on later in the Form X.
- 4) Please name the principal facilities where the work will take place.

Please note: Any rows available for Themes that are not used should be deleted, however please make sure your list is finalised before doing so.

Part 2 – Post-holder information

The NPGP requires an indication of how the focus of effort for each staff post will change through the period of the grant. Some pre-set layouts will be provided on the spreadsheet, which should be duplicated to allow entry for each staff member (existing and requested) in the group including non-STFC funded members of staff. Further information on adding more rows for additional themes is shown in Part 3.

Key	Category	Staff type	Funding Source	Theme No.	Current Support (effort %)					New Request (effort %)								
					1Yr	1 Yr	1 Yr	1 Yr	1 Yr	1 Yr	1 Yr	1 Yr						
					Oct16- Sep17	Oct17- Sep18	Oct18- Sep19	Oct19- Sep20	Oct20- Sep21	Oct21- Sep22	Oct21- Sep22	Oct22- Sep23	Oct23- Sep24					
CG - Current Support					16/17	17/18	18/19	19/20	20/21	21/22								
CG - New Request											21/22	22/23	23/24					
Everything else																		
Staff Member																		
5			6	7	Aname, A. A	AC	AC	CG	1	5	5	5	30	30	0	30	30	30
								CG	1									

Figure 3

- 5) For each post, please select from the dropdown list the staff type and whether posts are Core, Non-Core or Academic. Project students requested in this proposal should be included, but project students on other grants should be omitted.

Within these two categories staff should be listed in the following order:

- Academics (AC)
- **Core** :
 - Post-Doctoral Research Associates (RA)
 - Engineer
 - Technician
- **Non-Core** :
 - Post-Doctoral Research Associates (RA)
 - Engineer (E)
 - Technician (T)
 - Support Staff (SU)
 - PhD Students (ST)

Within each staff type, posts should be **listed by surname** (or post title for unnamed positions) in **ALPHABETICAL** order (except when one post is replaced by another). If an individual holds a Cross Community position, then please place (CC) after their name.

Please note: It is essential that the names used are consistent between the JeS form, case for support, and Form X. STFC will return grant proposals where information does not match.

- 6) Please select from the dropdown list (detailed below) the Funding Source and Theme Number (relating to figure 3 in this document) for each Theme all staff members are involved in:
- STFC Gravitational Waves Consolidated Grant (CG)
 - Other STFC funding sources (Other STFC)
 - Non-STFC funding sources (Non-STFC)

Where 'Non-STFC' funding has been specified, please explain what this is in the case for support.

- 7) Please specify the effort as a percentage of an individual's total time. Please note, for academic time you should show the actual FTE worked and not the awarded FTE. You will notice that as you complete the form the appropriate colours should appear as the details are input.

It should be made clear on the Form X where one post is replaced by another. When a new post-holder has replaced a previous post-holder please put 'vice (name of previous post-holder)' in the cell below the name of the new post-holder. Please place the corresponding posts one under the other.

Part 3 – Adding more lines to a post-holder

To add additional lines for further information on additional themes select the row containing the information of the staff member under the one that you are adding information too (Figure 5) and right click on the row number then select "insert" from the menu. Repeat this as many times as is required.

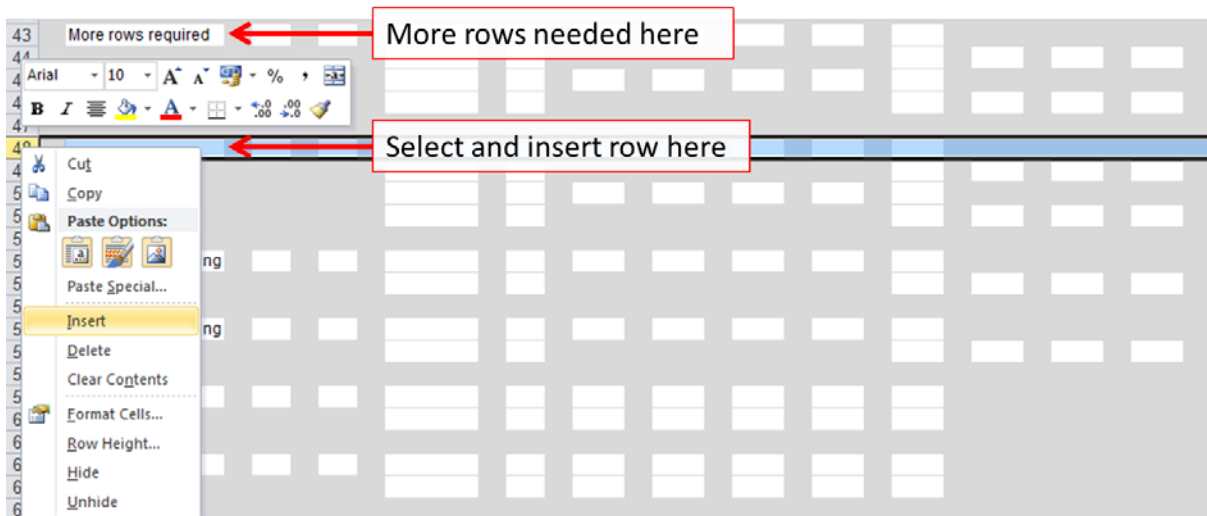


Figure 5

Then to add the required boxes select the relevant layout and copy and paste the layout into the newly added rows (Figure 6).

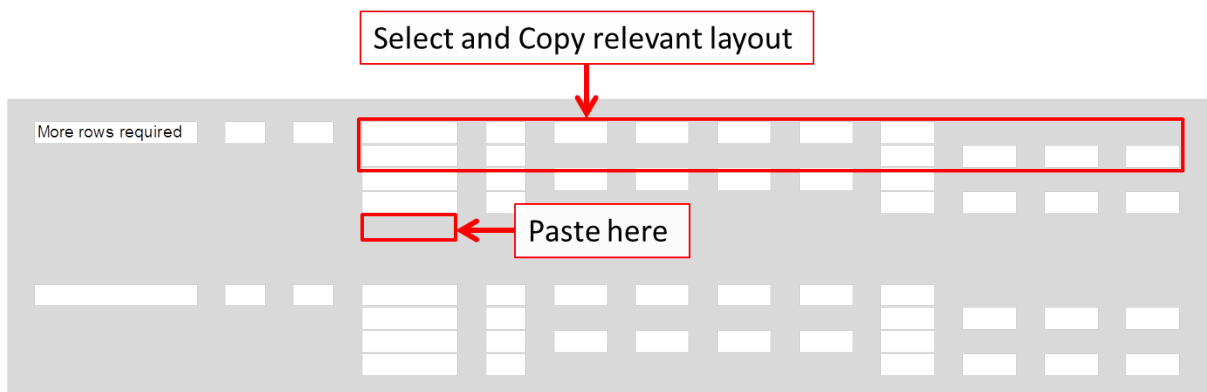


Figure 6

Please see below an example of a Form X

FORM X - GRAVITATIONAL WAVES AND ADVANCED LIGO OPERATIONS

IMPORTANT Please see Form X instructions document for information on how to complete this form.

Period: 01/10/2021 - 30/09/2024

Group Name:

Category	Research Programme/Theme	No.	Principle Facilities Used
Detector R&D Expt	Detector R&D Theme 1	1	Laboratory 1
Operations Expt	Operations Theme 1	2	Laboratory 1
Operations Theory	Operations Theme 2	3	Institute A
Exploitation Expt	Exploitation Theme 1	4	Institute A
Exploitation Expt	Exploitation Theme 2	5	Laboratory 1

Key	Category	Staff type	Funding Source	Theme No.	Current Support (effort %)					New Request (effort %)			
					1Yr 16/17 Oct16- Sep17	1 Yr 17/18 Oct17- Sep18	1 Yr 18/19 Oct18- Sep19	1 Yr 19/20 Oct19- Sep20	1 Yr 20/21 Oct20- Sep21	21/22 Oct21- Sep22	1 Yr 21/22 Oct21- Sep22	1 Yr 22/23 Oct22- Sep23	1 Yr 23/24 Oct23- Sep24
Continuing Academic - awarded on the grant from 01/10/2016 and requesting continued support on the new grant													
Aname, A. A	AC	AC	CG	1	5	5	5	30	30	0			
			CG	1						30	30	30	
New named Academic request - funding requested from 01/10/2021													
Bname, B. B	AC	AC	Non-STFC	2	0	0	0	0	0	0			
			CG	2						25	25	25	
Academic currently being funded from elsewhere, now being requested on CG from year one of new grant													
Cname, C. C	AC	AC	Non-STFC	4	15	15	15	15	15	0			
			CG	4						15	15	15	
Academic with three funding sources													
Dname, D. D	AC	AC	CG	3	0	0	0	25	25	0			
			CG	3						15	15	15	
			Non-STFC	3	5	10	10	10	10	5	5	5	
			Non-STFC	3	10	10	10	10	10	10	10	0	
Named post ending on the current grant													
Ename, E. E	AC	AC	CG	3	15	15	15	15	15	0			
										0	0	0	
This post (Fname, F. F) replaces the above post (Ename, E. E)													
Fname, F. F	C	RA	CG	3						15	15	15	
Continuing Technician													
Gname, G. G	C	T	CG	1	25	100	100	100	100	0			
			CG	1						100	100	100	
Non-core post that started later than 08/10 requesting continued support on the new grant													
Hname, H. H	N/C	RA	CG	2	0	10	10	10	10	0			
			CG	2						10	10	10	
			CG	2	0	10	15	10	10	0			
			CG	2						10	10	10	
New Engineer starting 01/10/2021													
Iname, I. I	N/C	E	CG	2	0	0	0	0	0	0			
			CG	4						50	50	50	
			CG	4						10	10	10	
Existing post where the grant end date has been extended													
Jname, J. J	N/C	E	CG	2	15	15	15	15	15	15			
			CG	2						15	15	15	

Figure 7