



## UKRI Instant Recognition and In Year Awards-Q&A

### 1. What performance-related pay awards are available to staff on UKRI terms & conditions?

As part of UKRI's commitment to recognising the achievement of employees, we offer Performance Related Pay (PRP) throughout the year. There are three complementary Performance Related Pay (PRP) Award schemes aligned to UKRI's values. The schemes are designed to reward employees on an ad hoc and sustained basis through the performance year. The schemes offered by UKRI are:

- **Instant Awards:** nominations can be made throughout the year to the value of £100 cash (taxable) which can be given for one off achievements, performance, or contribution, linked to demonstration of UKRI values.
- **In Year Awards:** nominations are sought twice a year and awards ranging from £250 to £1000 can be given to recognise a contribution above and beyond normal duties and the delivery of specific pieces of work.
- **End Year Awards** are linked directly to the appraisal process outcome within the performance year in question and are designed to reward sustained performance throughout the year. Values are determined annually. More information is available on The Source

### 2. What has changed since the launch of Oracle Fusion?

UKRI Instant and In Year Award nominations should be completed by line managers via the Fusion "Journey" process.

#### ***Instant Awards***

Line managers should log into Fusion, and go to the "My Team" tab.

Under the "Journeys" tile, line managers should select the "Explore" tab, on the bottom of the screen, clear all filters by selecting the "Clear" option below the search bar and then select the Instant Recognition Award category to filter the award nomination journeys. Line managers should then select either the Instant Award (Individual) or (Team) -UKRI tile and follow the prompts to complete the nomination form.

#### ***In Year Awards-UKRI***

For In Year Awards, line managers should log into Fusion, and go to the "My Team" tab. Under the "Journeys" tile, line managers should select the "Explore" tab, on the bottom of the screen, clear all filters by selecting the "Clear" option below the search bar and then select the In Year Award category to filter the award nomination journeys.

Line managers should then select either the In Year Award (Individual) or (Team) -UKRI tile and follow the prompts to complete the nomination form.

***For legacy MRC terms***, line managers should select the MRC SAS In Year award tile and follow the prompts to complete the nomination form.

***For Innovate UK*** colleagues who do not access Fusion, nominations for both Instant and In Year awards should be completed by line managers via the downloadable form available on The Source



Further information on how to access Fusion and “How to” guides for Instant and In Year Awards can be found on The Source [here](#)

**3. How do I nominate someone outside my immediate team or Council for an Instant Award or In Year award?**

Nominations for either Instant or In Year awards must be completed by the employee’s line manager via Fusion, except for Innovate UK.

Nominations coming from outside line managers’ immediate teams should be emailed to the relevant line manager to allow them to complete the nomination journey for the award

**4. How do I know if I am eligible to be considered for an Instant Recognition or In Year award?**

All employees of UKRI in Band H or below on permanent contracts and on temporary contracts over 12 weeks including staff on legacy T&Cs are eligible for an Instant Recognition or In Year Award. This includes UKRI staff employed in NERC Centres. This does not apply to Visiting Scientists, Retained Consultants, contingent workers (contractors) or agency workers with under 12 weeks’ service. Innovate employees with contractual PRP are excluded from these arrangements.

**5. How many Instant Awards or In Year Awards am I eligible for?**

Employees may benefit from a **maximum of three Instant** or In Year Awards per award period, “the remit year” (July to June). In Year Awards subject to moderation, These may either be an individual award nomination or a team nomination. The reason for nomination must be different for each nomination.

**6. When can I be nominated for an Instant or In Year Award?**

Instant Award nominations can be processed by line managers at any time during the remit year (1 July to 30 June annually). The reasons for nomination must be different for each nomination. Employees can benefit from a maximum of three Instant Awards.

There are two periods for consideration of an In Year award, these are July to December and January to June. Nominations are sought towards the end of each period and nominations for each period are considered via panel moderation in either January for the July to December period and July for the January to June period. Timelines for nominations will be confirmed by HR for each period.

**7. If I am on probation, what awards am I eligible for?**

If the employee meets the criteria for the award and are not subject to formal performance management or attendance management then they should be eligible to receive Instant Recognition Awards.

Employees who are on track to successfully complete probation after three months and are not subject to formal performance management or attendance management should be eligible to receive an In-Year award.

**8. Can I receive an In Year Award if I am in receipt of an allowance such as a Responsibility Allowance?**

Employees in receipt of an additional allowance or who have been temporarily promoted can be nominated for an In Year award. However, in deciding to nominate the employee,



it is important to distinguish between the activity leading to the additional allowance/Temporary Promotion (i.e. the additional responsibility which is recognised through their additional payment) and the activity leading to a nomination for an In Year Award.

**9. Am I eligible to receive Instant or In Year Awards as a secondee into UKRI?**

Secondees into UKRI are not eligible to receive UKRI Instant or In Year Awards. However, they can be nominated for an award and the nomination shared with their employer/home department. It is for the employer/home department to decide whether they can make an equivalent award.

**10. Am I eligible to receive In Year Awards if I am on Maternity/Adoption/Parental Leave?**

Employees are eligible to receive either Instant or In Year Awards for activities which were completed in the period prior to or return from maternity/adoption/parental leave and where they meet the criteria.

**11. Am I eligible to receive Instant or In Year Awards if I have already received an End of Year Award?**

Employees are eligible to receive an Instant Awards if they have received an End of Year Award.

Employees who have received an End of Year Award in the same reporting period (July to June) and are nominated for an In Year Award, clear justification for the In Year Award nomination must be provided demonstrating other areas of work to ensure they are not rewarded twice for the same effort.

**12. If I move Council, will I still receive my Instant or In Year Award?**

Employees will receive Instant Awards if they move Council.

Employees who have had an In Year Award agreed at moderation will not impact on the In Year Award, employees will receive the In Year Award.

**13. If I elect to leave UKRI, will I still receive my Instant or In Year Award?**

Employees will receive Instant Awards if they elect to leave UKRI.

If the activity leading to the nomination has been completed prior to the employee leaving, then the In Year Award should be paid. For example, if the moderation panel sits in January and the employee was nominated for an In Year Award for the period July to December and has left before the nomination has been confirmed as being successful, then the In Year Award should be paid.

## **In Year Awards Q&A**

### **1. How do I know if I am eligible to be considered for an In Year award?**

All employees of UKRI in Band H or below on permanent contracts and on temporary contracts over 12 weeks including staff on legacy T&Cs are eligible for an Instant Recognition or In Year Award. This includes UKRI staff employed in NERC Centres. This does not apply to Visiting Scientists, Retained Consultants, contingent workers or agency workers with under 12 weeks service. Innovate employees with contractual PRP are excluded from these arrangements.

### **2. When can I be nominated for an In Year Award?**

There are two periods for consideration of an In Year Award, these are January to June and July to December. Nominations are sought at the end of each period and nominations for each period are considered via panel moderation in either July or January.

### **3. How many In Year Awards can I receive?**

Employees may benefit from up to two In Year Awards per performance year if this can be justified and agreed by the moderation panel.

### **4. Can I get an In Year Award if I'm in receipt of an allowance, such as Temporary Responsibility Allowance?**

Employees in receipt of an additional allowance or who have been temporarily promoted can be nominated for an In Year Award. However, in deciding to nominate the employee it is important to distinguish between the activity leading to the additional allowance/ Temporary Promotion (i.e. the additional responsibility which is recognised through their existing additional payment) and the activity leading to a nomination for an In Year Award.

### **5. Am I eligible for an In Year Award if I'm on probation?**

It is anticipated that the initial 3 month period would be spent getting to grips with your role. You are still eligible to receive an In Year Award for activities which would be after the period.

### **6. Am I eligible for an In Year Award if I'm on Maternity Leave?**

You are eligible to receive an In Year Award for activities which would have been completed in the respective period, i.e. July to December, January to June.

### **7. If I elect to leave UKRI will I still receive my award?**

For In Year awards, as long as the activity leading to the nomination has been completed prior to the employee leaving then this should be paid. For example, if the panel sits in January and the employee was nominated for an In Year Award in December, and has left prior to the nomination being confirmed, the award should be paid.

### **8. How does Performance Related Pay (PRP) offering support for Performance Management?**

The UKRI Performance Related Pay (PRP) supports the Appraisal and Performance Development Review Policy as the intention is allow employees to be recognised throughout the year. Additionally, the mid-year and end of year review process is an excellent opportunity for staff to highlight work which may be considered for an award.