Managing UK subsidies user guide

Adding a subsidy scheme

You can add a new subsidy scheme by selecting **Add a new subsidy scheme** on either the subsidy schemes page or main dashboard.

Adding an ad hoc subsidy scheme

An ad hoc subsidy scheme is a scheme that is created for one subsidy award.

If you want to add more than one subsidy award to a subsidy scheme, select **No** for this question.

Granting authority name

The name of your granting authority will appear automatically.

Subsidy scheme name

This is the name that members of the public will be able to see on Search for UK subsidies.

Legal basis

You must provide a legal justification for each subsidy scheme. This can be a short summary of the policy or economic background of the scheme.

Granting authority policy URL

You must provide a URL for the webpage that contains the policy that this subsidy scheme relates to. For example, if you are adding a subsidy scheme that relates to water purity, you should provide the URL for the water purity policy.

Granting authority policy page description

You must provide a short summary of the page that you have entered the URL for. This will make it easier for other users to understand the contents of the page, without clicking on it.

Budget

You must enter the budget for the subsidy scheme.

Start date

You must enter the date that the subsidy scheme will start.

End date

You must enter the date that the subsidy scheme will end.

Publishing a subsidy scheme

When you have entered all the information about the subsidy scheme, you can publish it.

First, you'll need to choose **Continue** to check the information that you've entered.

If you want to edit the subsidy scheme before publishing, select **Change** and make the changes that you need to**.**

When you're ready to publish the subsidy scheme, select **Publish subsidy scheme**.

Deactivating a subsidy scheme

If an error was made when publishing a subsidy scheme, you may need to remove it. You can deactivate a subsidy scheme on **Search for UK subsidies**.

Simply view the subsidy scheme that you want to deactivate and select **Deactivate**.

Adding a subsidy award

You can add a new subsidy award by selecting **Add a new subsidy award** on either the subsidy awards page or main dashboard.

Related subsidy scheme

You must enter the details of the subsidy scheme that this award relates to. You can choose to enter either:

- the subsidy control number
- the subsidy scheme name

Subsidy purpose

You must select the purpose of the subsidy award. If you select 'Other', you must provide a summary of the subsidy purpose.

Subsidy type

You must select the type of subsidy award. If you select 'Other' you must provide a summary of the subsidy type.

Granting authority name

The name of your granting authority will appear automatically.

Granting date

You must enter the date that the subsidy award was granted.

Recipient organisation name

You must enter the name of the organisation that will receive the subsidy award.

Organisation size

You must select the size of the organisation that will receive the subsidy award.

ID type

You must select the type of ID that you will provide for the recipient organisation.

ID number

You must enter the ID number that matches the ID type you selected. For example, if you selected 'VAT number', you must enter the recipient organisation's VAT number.

Goods or services

You must choose whether the recipient organisation provides goods or services.

If the organisation provides both goods and services, you can select the option that you think is most relevant to the subsidy award.

Region

You must select the region that the recipient organisation is based in.

Sector

You must select the sector that the recipient organisation belongs to. If it belongs to more than one sector, you can select the option that you think is most relevant to the subsidy.

Adding multiple subsidy awards

For help adding multiple subsidy awards, read the bulk upload guidance document[B(1)].

Publishing a subsidy award

You must submit the subsidy award for approval before publishing it.

First, you'll need to choose **Continue** to check the information that you've entered.

If you want to edit the subsidy award before publishing, select **Change** and make the changes that you need to**.**

When you're ready to submit the subsidy award for approval, select **Submit for approval**. This will send a notification to all the approvers in your granting authority, so they can approve the subsidy award.

Approving a subsidy award

If you are an administrator or approver, you can review a subsidy award by opening it from the Subsidy awards page.

Once you've checked all the details of the award, you can approve it by selecting **Approve and publish.** This will:

- make the award visible on [Search for UK subsidies](#)
- send a notification to the person who submitted the award for approval

Rejecting a subsidy award

If you are an administrator or approver, you can review a subsidy award by opening it from the Subsidy awards page.

You can reject the award by selecting **Reject**.

You can add comments to the award, so that the person who submitted it for approval will understand why you have rejected it. Your comments will not be visible to the public.

Once you have rejected an award, users will be able to edit it and submit it for approval again.

Adding a new granting authority

If you are a BEIS administrator

You can add a new granting authority by selecting **Add a new granting authority** on the granting authorities page.

The granting authority ID will appear automatically – you cannot edit this.

You can enter the granting authority name and save the details.

If you are a granting authority administrator, approver or encoder

You will need to send an email to subsidycontrol@beis.gov.uk to request a new granting authority.

Deactivating a granting authority

On the granting authorities page, select the granting authority that you want to deactivate, then select **Deactivate**.

If there are active users linked to the granting authority, you must remove them.

Adding a new user

If you are a BEIS or granting authority administrator

Select **Add a new user** from the users page, dashboard or menu.

You can choose the user's role – this will affect their account permissions. Choose from:

- BEIS administrator - will be able to add, edit and approve users, granting authorities, subsidy schemes and awards

- Granting authority administrator - will be able to add, edit and approve users, subsidy schemes and awards

- Granting authority approver **-** will be able to add, edit and approve subsidy schemes and awards

- Granting authority encoder - will be able to add and edit subsidy awards

You can then enter the user's name and contact details. If you're adding a BEIS user, you can search for their name and select them from the list – you will not need to enter their contact details.

If you are a granting authority approver or encoder

You will need to contact your granting authority's administrator to request a new user.

Adding an existing user to a different granting authority

You will first need to make sure that the user has a separate email address for the granting authority – they will not be able to access different granting authorities with one email address.

If the user has a separate email address, you can follow the steps for adding a new user.

Deactivating a user

If you want to <mark>remove a user</mark> from the system, you can deactivate them.[J(2][GC(3][H(4][J(5]

To do this, find the user you want to deactivate on the users page and select **Deactivate**.

Account

Activating your account

To be able to sign in to Manage UK subsidies, you must follow a link to create your password. You will receive this link via email when an administrator adds you as a user.

Forgotten password

If you forget your password, follow the forgotten password link on the log in page. You will be able to send a password reset link to your email address.

Changing your account details

You can update your name and contact details in the account area.

Changing your password

You can update your password in the account area.

Audit log for BEIS administrators

All BEIS administrators can view an audit log, which will show the activity of all users, including:

- updates to subsidy schemes and awards
- updates to granting authorities
- updates to user information

If you're a BEIS administrator, you can access the audit log from your dashboard.