



RICHeS Access Fund Applicant Supporting Guidance

Contents

1. What is the RICHeS Access Fund?	2
2. What types of projects are eligible?	2
3. Timeline	3
4. Eligibility	3
4.1 Eligible costs	4
4.2 Accounting principles for eligible costs	5
4.3 Insurance	6
5. How to complete the RICHeS Access Fund Application	6
5.1 Section One: Project Lead and Co-Lead details	6
5.2 Section Two: Application details	7
5.3 Section Three: Feasibility, collaboration and project costs	7
5.4 Section Four: Impact	8
5.5 Section Five: Excellence	9
6. Assessment Processes and Assessment Criteria	9
6.1 Assessment Criteria	10
7. Award Terms and Conditions	11
8. Data deposition policy	11
9. Post award support	12
10. Resubmissions and feedback	12
11. Glossary	12



1. What is the RICHeS Access Fund?

The [Research Infrastructure for Conservation and Heritage Science \(RICHeS\)](#) is funded by the Arts and Humanities Research Council (AHRC), part of United Kingdom Research and Innovation (UKRI). The AHRC defines heritage science as the development and application of scientific techniques and technologies (x-ray fluorescence spectroscopy, carbon dating, computerised tomography, electron microscopy etc.) to further our ability to preserve heritage assets, to understand them, and to engage the public with them. It is the use of scientific techniques to answer questions about our cultural heritage and it is strongly inter-disciplinary, and covers disciplines including: archaeology, conservation, materials science, art history, physics, robotics and computer science.

RICHeS offer the Access Fund to support eligible applicants in accessing, free of charge, the heritage and conservation science equipment (including mobile units), facilities, laboratories, reference collections and expertise listed by the **Service Providers** of the RICHeS distributed research infrastructure. The maximum grant award is **£20,000**, which should include the total eligible costs for the project, including those incurred by your Service Provider(s).

2. What types of projects are eligible?

The RICHeS Access Fund supports investigations into sites, objects, collections and archives using advanced scientific and technological techniques and expertise.

To be eligible

- The material under study, or related to the study, must be in the public domain. This could include collections held by galleries, libraries, museums, archives, charities, or private collections that are publicly accessible, as well as archaeological sites or landscapes. The latter may not always be fully publicly accessible, but the results or work must be intended to be made available to the public.
- If the material under study, or related to the study, is not currently in the public domain (for example, if museums wish to work on collections before they are publicly accessible), the route to making it publicly accessible must be clearly articulated within the application.
- Applications must be able demonstrate a clear impact in the public domain. Please see [Assessment Processes Assessment Criteria](#) for further details.

The RICHeS distributed research infrastructure can tackle many different types of sites or objects from paintings and manuscripts, to artefacts, to human, animal or plant remains as well as sites, buildings and landscapes whether underwater, buried or extant.

RICHeS do not expect applicants to have full knowledge of the techniques requested or to know explicitly from the start which techniques are suited to their research questions or problems. All applicants must consult the [RICHeS Heritage Science Data Service Catalogue of Services](#) as a required first step to identify potential collaborators and contact those Service Providers directly prior to making an application. These Service Providers can help you shape the technical side of the project. Additional support and examples of projects can also be found on the [RICHeS Access Fund webpage](#).



Some types of projects include, but are not limited to:

- Object analysis to generate knowledge and new understanding of issues such as materials, preservation, degradation or recording and imaging.
- Site analysis using non-invasive prospection, recording or imaging techniques to generate new knowledge, interpretation or management policies and practices.
- Monitoring or analysis of collections or sites in relation to environmental, conservation, retrofit or management factors.
- Proof-of-concept or feasibility studies relating to innovative uses of a technique or application.

It is also important to note that there is a requirement for successful grants to deposit project data with RICHeS' [Heritage Science Data Service](#) or [another approved repository](#). There is more information on the data deposition policy below.

3. Timeline

Applications are invited from Wednesday 28 January 2026 and must be submitted by 08 April 2026. The project must take place between June 2026 and March 2027 to enable the funding. RICHeS anticipate that the assessment panel will convene in early May 2026, with funding outcomes shared with successful applicants by end of June 2026 at the latest. You will receive notification of your outcome via the email of the Project Lead provided in your application.

4. Eligibility

The RICHeS Access Fund welcomes applications from a broad range of organisations and individuals.

For this round opening Wednesday 28 January 2026, **lead applicants must be based in the UK and work must be undertaken in the UK**. Lead applicants can include (in alphabetical order):

- Commercial companies working in [collaboration](#) with an eligible partner organisation, such as a gallery, library, museum, archive, charitable or educational body, or any other [UKRI eligible organisation](#). This excludes cases where institutions are subcontracting to a commercial company or entity, as this would be a commercial relationship.
- Community organisations.
- Freelance specialists working in collaboration with an eligible partner organisation, such as a gallery, library, museum, archive, charitable or educational body, or any other [UKRI eligible organisation](#). This excludes cases where institutions are subcontracting to a freelancer, as this would be a commercial relationship.
- Galleries, Libraries, Archives, or Museums (GLAM).
- Academic organisations and educational establishments (such as schools, colleges, and universities).
- Independent Research Organisations (IROs).
- Registered Charitable Bodies or Social Enterprises.



- Small Specialist Institutions (SSIs).
- Individual researchers, including PhD or other students whose funding does not already cover costs associated with their research.

Please make early contact with RICHeS@ahrc.ukri.org for support if you are uncertain of your project's eligibility. We understand that there can be nuance in collaborative relationships. However, the underlying principle is that RICHeS' Access Fund is to facilitate access to facilities/collections, not to allow for applicants to subcontract work to a commercial company.

The following are not eligible for RICHeS Access Fund support:

- Applicants working with materials that are not in the public domain, such as private collections that are not publicly accessible, with no plans to enable accessibility as outlined above.
- Applications where the work is being undertaken for profit. This includes, but is not limited to:
 - Commercial archaeological units operating for company profit.
 - Freelancers receiving payment for work carried out on behalf of commercial units engaged in developer-funded projects or other commercial contracts for other organisations.
 - Applications that form part of existing commercially funded programmes, for example post-excavation materials undergoing analysis already funded or part-funded by developers prior to accession by a museum or archive. *(RICHeS fully appreciate that there may be nuance here, so if this section applies to you and you are unsure about your eligibility, please contact RICHeS@ahrc.ukri.org).*
- Applications (or individuals) whose Codes of Practice or research subjects do not comply with [ethical standards](#), including the treatment of human remains, or the illicit use, procurement, or sale of antiquities.

If you have questions about your eligibility, we encourage you to get in touch: RICHeS@ahrc.ukri.org.

4.1 Eligible costs

The applicant can claim:

- Travel (including necessary vehicle hire if appropriate), accommodation and subsistence costs for applicants visiting a facility or collection in person (up to two people per visit; more than this requires clear justification in the application).
- Travel (including necessary vehicle hire if appropriate), accommodation and subsistence for applicants) to bring items or samples to a facility or collection.
- Packing, postage, shipping, or courier costs for transporting, sending or receiving samples, objects, or other relevant items.
- Costs towards insurance, subject to approval.
- Reasonable adjustment needs to assist the applicant(s) in completing their project.

The applicant cannot claim:

- Costs associated with the preparation or submission of an application to the RICHeS Access Fund.

- Staff salary costs for the applicant or other employees of the applicant's organisation (including during the funded work or its preparation).
- Contractor salary costs or fees, including those for any freelance or commercial staff collaborating with an eligible partner organisation during the funded work or its preparation.
- Costs related to the interpretation, publication, dissemination or display of results from the project (e.g. exhibition materials, public engagement, conferences or seminars, educational outputs, website developments).
- The RICHeS Access Fund cannot be used to pay for accreditation fees or educational fees.
- Travel between home and the applicant's contractual place of work is the responsibility of the applicant and will not be reimbursed.

No payments will be made under any conditions for fines or costs relating to traffic offences (for example speeding, parking, clamping, congestion charge fine etc.) incurred by you during the project.

4.2 Accounting principles for eligible costs

Eligible travel and subsistence costs must adhere to UKRI standards and protocols. Current (2026) expense rates should be used to calculate estimates of your costs if no actual costs are available.

Travel rates:

Own or company car or van	45p/mile
Own or company motorcycle	24p/mile
Flights	To reduce environmental impact, these should only be used if absolutely necessary. Only an economy ticket is permitted unless there are additional requirements as part of reasonable adjustments or welfare consideration.
Underground/metro/bus/ferry fares	As per established route(s). When claiming for fares directly such as using a contactless card (including Oyster Card) the actual travel cost per journey will be reimbursed on a receipted basis.
Taxis	Actual cost reimbursed on receipted basis. Please provide realistic estimate costs at point of application.
Parking or congestion fees	Actual cost reimbursed on receipted basis. Please provide realistic estimate costs at point of application.

Vehicle hire:

If applicant(s) will need to hire an appropriate vehicle to enable the project to happen, established rental companies should be used and realistic itemised estimates of costs and hire company details provided in application. Actual cost reimbursed will be on a receipted basis for a journey made as part of the project only. Large discrepancies between predicted/estimated costs and actual costs may be unable to be compensated.

Accommodation and subsistence guidance:

Meals	
All include VAT:	
Breakfast maximum (where not included in accommodation)	£7.50
Lunch maximum	£15.00
Main meal maximum	£25.00
Accommodation	
All include VAT per night:	
London or Edinburgh (including breakfast) maximum	£170/night
Elsewhere in UK (including breakfast) maximum	£120/night

Subsistence outside of meals:

You should include reasonable cost estimates for items such as snacks or coffee/tea on longer journeys or stays in your application. Reasonable costs will be reimbursed on a receipted basis, excluding alcohol costs. **Alcohol cannot be claimed at any time.** Large discrepancies between predicted/estimated costs and actual costs may be unable to be compensated.

4.3 Insurance

The RICHeS Access Fund does not cover insurance costs that are unrelated to the RICHeS Access Fund programme of work. However, on a case-by-case basis, it may cover costs associated with the transfer of materials between sites, as well as insurance during the analysis phase. This would need to be itemised as a cost and accurately estimated, to include in your application. We recommend you provide some context in the justification section if this applies to you. In the case of exceptionally high-value objects (e.g. a priceless artwork), it is unlikely that RICHeS will have the resources to cover additional insurance costs within the RICHeS Access Fund. In such cases, early consultation with RICHeS is essential to assess feasibility. Applicants must review their own insurance policies to determine what is covered when objects or samples leave their premises or coverage for visiting researchers on their site prior to making an application.

5. How to complete the RICHeS Access Fund Application

5.1 Section One: Project Lead and Co-Lead details

The Project Lead is the main contact for the project and responsible for its administration and delivery. Please enter all relevant details. You can add details for up to two Co-Leads, as well. There will be space to add other collaborators later in the application. Do not add RICHeS Service Provider(s) information in this section as that is covered in [Section Two](#). We ask for postcode details to understand the geography of sector need. Please provide at least the relevant outcode (the first part of a postcode).



5.2 Section Two: Application details

Answer all questions asked and include a title for the project. The project summary is an important part of the application as it is in here you should clearly articulate the project's objectives. This summary should be written for a general audience.

We ask you to outline the **potential** for the project to make an 'impact' in this section, too, which you will have the opportunity to flesh out in a later section. For more information and advice on how to discuss and define the impact of your project, please see the guidance under [Section Four](#).

5.3 Section Three: Feasibility, collaboration and project costs

Please answer all questions. Please note that applicants that do not discuss potential projects with the RICHeS Service Provider(s) prior to application are unlikely to pass feasibility checks. You should be able to find relevant Service Provider(s) details and techniques on the [HSDS Catalogue of Services](#). If your project is using more than one Service Provider, please include all of them in your application here. Please use the standardised names for techniques as they appear in the Catalogue of Services entries.

You will need to confirm your material under study is in the public domain or there are plans to put material and/or results of the project work into the public domain. You will need to outline any ethical considerations or risks involved in the project. This might include ethical concerns to do with human remains, for example, or more direct risks to objects or sites/landscapes due to the nature of the techniques being used. There may also be risks relating to ownership and access to material. Your organisation or discipline may have ethical standards, which could be referred to in your application. You may also wish to discuss responsible research with your Service Provider. If no local guidance exists, you may find it helpful to refer to the [Ethical Guidance developed by the UK Institute for Conservation](#). Destructive sampling does impact an object, so issues such as consent to do the work must be clear as well as clarity on the scale and size of any samples.

Your project may have [collaborators](#) as well as co-leads. If this applies to you, please enter where prompted details of your collaborators. A collaborator, unlike a co-lead, would not assist in managing or directing the project. Collaborations, in relation to the Access Fund, have no financial arrangements or provision of contracted services, but they represent relationships with stakeholders that are directly co-invested in the project.

Your project may have collaborators outside your home organisation and are not already listed as co-leads. For these collaborator(s), please provide their name, organisation and a brief description of their role in the project.

Collaborators may include external researchers, curators, community partners, or other stakeholders who are directly co-invested in the project's outcomes. Unlike co-leads, collaborators do not have responsibility for managing or directing the project, and in the context of the RICHeS Access Fund they do not receive funding or provide contracted services. Their role should be described in terms of contribution, expertise, or support rather than project leadership.

You must confirm whether a copy of the project final dataset will be deposited with the [HSDS](#) or one of its approved [alternative secure data repositories](#) within three months of completion of analysis.

If you or your Service Provider(s) are unable to deposit the dataset within this timeframe, you must clearly explain the reasons why there is a delay and how this will be resolved. Delays may occur, for example, due to complications relating to ownership, sensitivity of data, ethical considerations, or third-party agreements. Any delays or limitations should be justified and proportionate, and applicants should demonstrate that they have considered data accessibility wherever possible. We encourage applicants to reach out to HSDS if they have concerns about their data deposition.

You will also need to indicate that prior to your application submission, you have discussed with your Service Provider(s) the data archiving plan for your project and plans to make your data accessible. Please follow the prompts on the application form and see Section 8: Data deposition policy below for more information.

Completing the funding Information

With reference to the [Eligible costs](#) information and [Accounting principles](#) above, enter itemised short descriptions and their costs for each item in the budget category.

Categories are: (1) Travel, Subsistence and Accommodation; (2) Packing, postage, shipping or courier costs; (3) Insurance costs, if applicable; (4) Other Eligible Costs, if applicable.

There is a small space to add justifications for costs, if required.

Where asked, enter the total cost of the project work the Service Provider(s) have given to you. This will only cover their costs (not yours).

Where asked, enter the total cost of the project including both your costs and the Service Provider(s) costs.

5.4 Section Four: Impact

In this section, use the prompts to provide us a compelling narrative on how your project and its outcomes will make impact. Please explain the link between your project outcomes and potential longer-term impacts and their audiences.

Impact is a term that is defined and understood in many ways. In relation to the RICHeS Access Fund, RICHeS recognise that most projects will have both important 'outcomes' and potential for 'impact.' We would like to hear about both.

Outcomes from a RICHeS Access Fund project are likely to be realised in the short or medium term and be quite a specific or measurable result of the work. For example, X-ray analysis of an object may lead to an outcome of new knowledge on its manufacturing process, which an organisation might use in further outcomes of new learning or interpretation materials.

Impact is often thought of as a longer-term effect with a bigger scope. For example, our proposed new interpretation materials from the X-ray may form the cornerstone of planned co-created curriculum



delivery with local schools, which could foster a sense of place and identity in the community relating to the object examined and its cultural heritage. New curriculum-based delivery events might even provide opportunities for income generation for the organisation from delivery of new curriculum workshops. These longer-term impacts might be evidenced by financial reports or increased partnerships with schools.

RICHeS believe projects will have their own unique routes to impact. The most effective projects will have thought about their routes to impact from the beginning and it will help shape the work being done. Projects conducted through the RICHeS Access Fund should help RICHeS achieve its overall goals of economic growth, better public policy, preservation of heritage assets, making more assets accessible to the public, enabling more equitable access to heritage assets, better public knowledge, and enhanced productivity within the heritage science sector or further pathways to improving lives.

You should note that more academic audience impact (such as research publications) can be fleshed out in [Section Five](#). In Section Four, we would like to hear more about the difference your project can make. You will be required to report on the use of your outcomes and track potential impact as part of your grant terms and conditions, so providing RICHeS with insight into how you might plan to capture this impact and relevant measures will also be useful in this section.

5.5 Section Five: Excellence

In this section, use the prompts to describe how your project is an example of excellent research including any innovative use of techniques or applications for heritage science. This section should also include your plans to disseminate knowledge gained from the project. This might take the form of more formal peer reviewed academic papers, but also other disseminative outputs suited to your organisation.

6. Assessment Processes and Assessment Criteria

After the deadline, the process for assessment is as follows:

- RICHeS will conduct an eligibility check on all applications.
- Nominated Service Provider(s) will confirm feasibility and costings on their applications.
- HSDS will confirm data deposition has been considered in the application.
- All applications that pass these checks will be assessed by an independent assessment panel according to the published evaluation criteria. RICHeS appreciate that applications will be receiving from both small and large organisations, and that the impact of an organisation often differs in terms of scale, reach and influence. Therefore, the assessment panel will be asked to assess impact proportionally, ensuring that organisations are not disadvantaged because of their size in making their funding recommendation.
- RICHeS will then review the funding recommendation and make any portfolio-based decisions, such as addressing over-representation of:
 - A specific Service Provider(s).
 - A specific applicant, via their business or organisation for example.

- Certain techniques or methodologies.
- A particular area of impact.

This process will help ensure a diverse funding portfolio of access requests.

6.1 Assessment Criteria

The assessment criteria categories and their weightings are:

<p>FEASIBILITY Weighting 30%</p>	<p>Reviewers will be looking for:</p> <ul style="list-style-type: none"> • Articulation of clear research questions/objectives • Identification of appropriate techniques/tools and RICHeS providers, confirmed by provider feasibility check • Consultation with relevant RICHeS provider(s) before application submission, confirmed by provider feasibility check • Project is within cost and timing parameters, indicating value for money • Risks and ethical issues have been considered and mitigated against • Realistic plans to deposit the resulting dataset with HSDS or another approved repository within 3 months of the work
<p>IMPACT Weighting 30%</p>	<p>The project's expected outcomes and impact should contribute to the overall objectives of RICHeS. Reviewers will be looking for:</p> <ul style="list-style-type: none"> • A compelling case made for the project's potential for impact • The project fulfils an unmet need for the applicant(s)/organisation(s) • The project and its outcomes will have a measurable impact on the applicant(s)/organisation(s). <i>For example, will the project activity or its outcomes enhance policy or working practices?</i> • The project will have potential impact outside the immediate applicant(s)/organisation(s). <i>For example, will it make a difference to the community, improve lives or have potential to contribute to economic growth?</i> • The project has a clear commitment to capturing impact of the outcomes and indicates potential metrics or measures of impact • The project will lead to a FAIR dataset deposited with the HSDS or another approved repository
<p>EXCELLENCE Weighting 25%</p>	<p>The project's expected contribution to advancing knowledge. Reviewers will be looking for:</p> <ul style="list-style-type: none"> • The generation of new knowledge or thinking around the application of scientific techniques in the heritage sector. • Demonstration of the potential to advance current understanding and/or to generate new knowledge, thinking, or discovery within the field of enquiry • Potential to advance current understanding and/or generate new knowledge beyond the immediate field of enquiry • Demonstrates plans to communicate the outcomes/knowledge from the project, including any data

<p>COLLABORATION</p> <p>Weighting 15%</p>	<p>Reviewers will be looking for:</p> <ul style="list-style-type: none"> • How does the project bring together organisations that differ in discipline, sector or scale? • Does the project showcase potential to collaborate across the existing RICHeS infrastructure?
---	--

7. Award Terms and Conditions

If successful, the applicant will receive an offer letter for their project outlining key responsibilities and the terms and conditions, which will need to be accepted and returned to start the RICHeS Access Fund Award.

A summary of these is:

- That the work be facilitated with the Service Provider(s) within the time frames specified.
- All claims for approved costs must be submitted no later than 2 months after the project's completion and in all cases by March 17, 2027.
- Only eligible approved costs can be claimed. RICHeS will provide successful applicants with information on payment processes and timelines in their award letter. The applicant will be responsible for keeping relevant receipts and evidence of costs incurred during the funded project, ensuring it matches the detailed breakdown of finances provided above. Substantive differences between costs outlined in your application and actual costs may be unable to be compensated.
- After the project is complete, you will be required to submit a report that includes an overview of the project's outcomes, update on dissemination plans, the impact made thus far, a financial report and confirmation of the data deposition process agreed upon with your service provider and HSDS. This report will be due no later than 3 months after your project is completed and a template will be provided to you.
- You will be required to submit, via a RICHeS' chosen platform, answers to a monitoring and evaluation survey no less than 3 months after your project has been completed.
- You are expected to contribute to RICHeS programme evaluation by providing anonymous responses to surveys with the option of attending interviews or focus groups.

8. Data deposition policy

Your Service Provider(s) must work with you to ensure that any data produced is deposited with the [HSDS](#), or an approved alternative [trusted digital repository](#), within three months of completing the analysis. By agreement at the point of data deposition, the dataset may be embargoed for up to two years.

Your RICHeS Access Fund Award covers the cost of deposition with HSDS of any data arising from the use of RICHeS Service Provider(s), where such usage:

- Takes place before Friday 31 August 2029; and
- is non-commercial.

9. Post award support

Successful applicants will be issued with supporting materials that include: a RICHeS communications toolkit, a RICHeS Impact tracking toolkit and templates required for reporting.

The [RICHeS IHQ Team](#) are there to answer queries or help support you. There may be opportunities for you to get involved with online or in-person workshops designed specifically for the RICHeS Access Fund Award holders and RICHeS are keen to hear all your successes so we can help you promote them through our [newsletters](#), [RICHeS website](#) and [LinkedIn](#) channels. We hope you will get a lot out of being part of the RICHeS collaborative network.

10. Resubmissions and feedback

Applicants will receive an integer score and an accompanying grading descriptor following the assessment panel, but no substantive direct individual (written) feedback. RICHeS will look at other supporting materials or workshops for applicants that may find themselves in this position.

In line with [AHRC's resubmission policy](#), applicants may submit an application for a future round, provided that the focus of their work is not the same as, or substantively similar to, their previous unsuccessful application.

This means any resubmitted project/application will need to show substantive differences in the focus of the work to the original version.

11. Glossary

Application: The information an applicant provides to support their request for funding.

Catalogue of Services: A listing or directory that provides detailed descriptions of available services, resources, and facilities that applicants can access, often as part of a research funding programme.

Co-Lead: A co-lead should be able to assist the Principal Applicant in the management and leadership of the project. They may also be directly involved in the research activity being undertaken.

Collaboration: Collaboration can be defined as when two or more organisations work together on shared priorities to ensure the most impact. A collaborator on an Access Fund application would not assist in managing or directing the project. Collaborations, in relation to the Access Fund, have no financial arrangements or provision of contracted services, but they represent relationships with stakeholders that are directly co-invested in the project.



Collection: In a research context, a collection refers to a curated group of objects, data, or materials, often housed in a museum, archive, or library. These materials are typically made available for research purposes.

Criteria: Specific principles or standards that a project has to meet to be eligible to receive funding.

Eligibility: The specific criteria that must be met to apply for, or be allocated, funding.

Facility: A physical or digital space where specific research services, equipment, or resources are available for use. facilities may include laboratories, imaging technologies, or other specialised research spaces.

Heritage Science Data Service (HSDS): A service that provides access to data and research tools specifically for the field of heritage science, which focuses on the preservation, analysis, and conservation of cultural heritage.

Impact: Refers to the long-term effects of a project that extend beyond its immediate activities and outputs. Impacts are usually broader in scope and may affect organisations, communities, audiences, or wider society over time.

Outcome: The short- to medium-term results of a RICHeS Access Fund project. They are typically specific, tangible, and directly attributable to the activities undertaken. Outcomes often involve the generation of new knowledge, skills, or resources that can be clearly identified or measured.

Project Lead: In a research or facility context, a Project Lead is an individual or organisation who applies for access to a particular resource, service, or facility to carry out their research or project

Service Provider: An entity or organisation that offers access to facilities, resources, or services for research purposes. This may include laboratories, archives, collections, or other research assets that users can apply to access.



Annex A – RICHeS Service Providers (Investments) and eligibility to apply for the Access Fund

Individuals who are named on, or directly funded through, a RICHeS investment may apply to the RICHeS Access Fund only if their application is for a different RICHeS Service Provider from the one(s) with which they are formally associated. This restriction applies specifically to individuals and named partners.

Eligible Tranche 1 organisations, however, can choose to nominate other individuals in their organisation to apply to the Access Fund at facilities or collections with which they are already formally associated. Organisations wishing to access the facility or collection they are formally associated with should encourage more junior colleagues, or those with less direct project experience, to apply for the RICHeS Access Fund to use that facility or collection instead.

We encourage RICHeS investments to refer to the Service Provider guidance document for further information.