Costing Checklist

Research Support have compiled the checklist below as an aide-mémoire when completing a research proposal. This is not an exhaustive list and you should always refer to the particular funding scheme guidelines. However please take time to look through the list as it may highlight details you have overlooked.

- **Staff Costs**
- **Consumables**
- **Equipments**
- **Travel and Subsistence**
- **Overheads**
- **Project Management**
- **Multiple Funding Sources**
- **Collaboration**
- **Dissemination & Beneficiaries**
- **Presentation**
- **Alternative Sources of Funding**

Staff Costs

- Staff costs should be checked with your relevant research support officer to ensure they are correct and take into account inflation, employers costs etc.
- If you are part of a collaborative project or a major study then requesting funds for a percentage of secretarial support is justified
- Project staff, and their funding level, must be justified
- If the PI has a large teaching load, has replacement cover been considered, explained and justified?
- What percentage of time is the PI spending on the project? If limited then consider requesting a Grade 8 RA - they are likely to share the responsibility of managing the project
- Is the RA working on a project funded elsewhere? Is this OK with the funding body?
- Is the project seeking an RA at the level justified by the complexity of the work?
- Is a senior RA managing the work of a postgraduate RA/technician? Does the level of RA requested reflect this responsibility?
- Where the project duration is less than 18 months, it can justify a higher grade RA since the work will need someone with experience in order to get up to speed quickly
- Job sharing? Consult personnel for any increased costs
- When the project involves considerable experimental work seeking funding for technician support can be justified
- It is University policy that lecturers will not be appointed at a level lower than Grade 8 on the unified pay scale
- Is the research staff unnamed then please include recruitment costs: £2000 for a PDRA and £500 for a PhD student

Consumables

- Is a PC requested? Contact the Computer Centre for up to date prices and check whether you need PC consumables?
- The use of foreign languages (different alphabet) may require additional software
- Please include fax & telephone costs for collaborative projects
- Do microscopy, consumables or access charges apply?
- Consider the costs of cataloguing and preparing data for archiving
- If a project is highly collaborative, consider requesting a laptop that can be taken to the different centres
- Are you conducting data analysis and modelling? Does this require specialist software and an extra PC?
- Will you be conducting interviews? If so, include costs of a tape/digital recorder (including costs for transcribing) or laptop

Equipment

- Will the equipment be used by other depts in the College (this will demonstrate value for money)
- Will the equipment be a valid training tool for RAs and undergraduates?
- Have you included a maintenance contract?
- Consider installation costs, training costs, and whether a technician is needed to set the equipment up
- Include access charges to existing equipment to be used on the project - your Dept will have determined the access charges
- If using central facilities, e.g. the MRI, include £350/day
- Consult the funding guidelines for rules on eligible equipment and procedures concerning procurement
- When purchasing equipment, particularly large items, please contact Susan Fielding (ex 4288) the College's Head of Purchasing

Travel and Subsistence

- Is the project collaborative? Consider the cost of management meetings
- Will you be interviewing volunteers? Consider T&S costs for both yourself and the volunteers
- Costs should be justified and broken down into number/cost of journeys and number of nights subsistence
- Will there be T&S costs incurred for progress meetings with clients?
- Would an RA's attendance at conferences be useful, not just for dissemination of final results but also part way through the project?

Overheads

- Refer to the funding guidelines of the specific scheme for the appropriate rate - Maximum possible overheads must be recovered

- All proposal need to be costed according to fEC irrespective of the overheads recovered from the funder

Project Management

- How will personnel on a staff intensive project be managed? Assessors will consider this as important as the quality of the research
- Have you provided specific start & end dates that are appropriate and realistic? Please take into account how long it will take before the funder will inform you of the outcome and time needed to recruit staff
- How will the relationship with collaborators be managed?
- If your project involves considerable activity, request an appropriate project duration - up to the maximum allowable
- Would a Gantt chart clarify the project management approach? Diagrammatic illustrations are useful and mandatory for some funders
- Is it an unusually large application? It would be useful to discuss it with the programme manager at the funding body ahead of submission
- Is the project methodology clearly explained and logical?

Multiple funding sources?

- Is the project dependent on additional funds from elsewhere, if so what will happen if that bid is not successful? Will it make the current proposal impossible to realise?
- Has RSF money initiated this project? If so highlight in the proposal that it has received College support
- Are teaching time and/or set up costs being provided by the College? Highlight the College's contribution
- The EPSRC encourages the development of skills in public communication, and is happy to support the training of any members of the research team. Details of their support for public communication is on their [website](#). If you are including provision for training in public communication in your request for 'Other Costs', please tick the box under Public Communication Training. This will enable EPSRC to better monitor this activity.

Collaboration

- Is sufficient evidence provided of collaboration, e.g. letters of support from a commercial collaborator? Completing the project partner section in Je-S
- Highlight all relevant experience within the Department, even if not directly involved in the project, they could have an informal mentoring/advisory role
- Is this work likely to be useful to industry/commerce, is there supporting documentation from someone in that field?
- If you don't have any collaborators, consider how they might strengthen the project

- Are other researchers doing parallel/ similar research, and if so, will this add a multidisciplinary aspect?
- Is there sufficient collaboration for a percentage of secretarial support?
- Are costs included? T&S, fax, telephone?

Dissemination & beneficiaries

- Include publication costs, e.g page charges if eligible
- Include costs of conference/workshop/seminar: room hire, refreshments, T&S for speakers
- Include costs for publicity materials/photocopying
- Consider the cost of producing or maintaining CDs/DVDs or a website
- Is the project likely to generate potentially exploitable Intellectual Property? If so, please refer to Philip Johnson in the Enterprise Office. Is this likely to delay dissemination/publication?
- Are there likely to be IP implications? Can protection costs be included in the application?
- Justify who will benefit from this research outside the academic community
- Is there likely to be a social impact, will the results complement the strategy of the funding body? This is especially relevant to the EC, but RCs also have strategies
- Mentioning a high department RAE grade can be useful.

Presentation

- Is your application in line with funding body's guidelines?
- Is it easy to read?
- Does it have structured/bulleted/numbered sections?
- Are titles in bold?
- Are costs easy to identify and to differentiate?
- Has it been carefully proof read
- Provide additional copies of colour plates (avoid colours in applications when final copies will be in black and white
- Use diagrams, Gantt charts where possible
- 'Royal Holloway and Bedford New College' is the legal name of the University. RHUL is the short name

Alternative Sources of Funding

- Refer to COS for funding sources
- Consult with your contact in
- Consult Research Update - published every month
- Refer to research publications e.g. Research Fortnight available in the Library