

The main cost elements that can typically be included in a research grant budget are outlined below. The [Intention to Submit document](#) may help to structure the budget and list the resources required for your project.

STAFF COSTS

Staff costs are often the largest element in your budget. If the scheme has a funding limit, this can significantly affect the amount of work you can complete, depending on the staff-related costs. Your [Research Services Officer](#) (RSO) can help you with this at a very early stage, this can also help to manage expectations with your external collaborators.

Staff costs will be calculated by your RSO to ensure they are correct and take into account inflation, employer's costs, etc.

Principal Investigator

- How much time you are planning to spend on the project in average? %FTE or hours per week
 - Your time needs to be calculated, even for schemes where investigator time is not eligible for funding.
- Please also consider the type of scheme you are applying for.
 - A fellowship would require a significant time commitment from the applicant.
 - In a collaborative scheme, new staff can be recruited for the project, and the work can be shared by several investigators and post-doctoral research assistants (PDRAs).

Co-Investigators

- How much time are they planning to spend on the project? % FTE or hours per week
- Are there any co-investigators from **other institutions**? UK or overseas?
 - Your RSO can liaise with their counterparts for the costing as we can only calculate RHUL staff time

Post-Doctoral Research Assistants

- Please confirm their starting date, duration, % FTE or hours per week
- Please confirm the grade, if a new hire, and name if known.
 - If you are unsure about the appropriate grade and spine point for a role, please [contact HR](#) for advice.
 - We will include **recruitment** costs for new hires, if eligible
- If a named researcher will be relocating from overseas, please let us know and we will check if **relocation costs** are eligible (incl. visas).
- Please bear in mind that you may not be able to increase the budget for the PDRA salary post-award, so it is important to plan this carefully at submission.

Other staff

- A **project administrator** or manager could support project delivery for large/collaborative projects.
 - Please get in contact with HR and/or your School Manager to discuss to requirements of the role to determine the amount of time and grade required. Your RSO can then cost this up.
- **Teaching replacement** is rarely an eligible cost (your RSO can advise), but should also be discussed with your HoD in advance as it would need to suit the Department too.
 - Where an eligible cost, most funders would not expect this position to be filled by a research student.
 - In the majority of research grants it is expected that the time required can be managed within normal workload.
- Will you require a **technician** to support your project?
 - Please confirm their starting date, duration, % FTE or hours per week
 - Please confirm the grade, if a new hire, and name if known.
- **Casual staff** – if you are organising events, have a website to maintain, etc., you may benefit from hiring casual staff.
 - We will cost these on hourly rates on the basis of RHUL pay scales.
 - A total number of hours would be costed, you could use these flexibly over the project.
 - If you are planning to hire a RHUL student please remember that they can only work a limited number of hours per week, and can only be hired on casual hourly-paid contracts. Please consult HR for further advice.

EQUIPMENT

- Please contact R&I at the earliest possible point if you are planning to include equipment in your grant application.
- Please consider the [Procurement](#) timelines and processes in purchasing equipment, please [contact](#) them directly if you have any questions.
 - **College Finance Regulation thresholds** for goods and services can be found [here](#). These should be **considered alongside the funder's requirements**.
- Does the funder cover the full cost of equipment or **is a College contribution required?**
 - This should be flagged with R&I as soon as possible.
- Are there any **installation or delivery costs** related to the equipment?
 - Are there any building work or installation costs required? Your RSO will advise if these costs can be covered by the funder or if they need to be covered by College.
- Is a **technician or specialist staff** member required to run/maintain/set-up the equipment?
- Please discuss your equipment plans with your **Technical Operations Manager**.
 - Your RSO will also email them as part of the [internal approvals](#) process.
- **Has VAT been included** in the cost, if applicable?
 - Please send a copy of the quote to your RSO if you are unsure.

OTHER DIRECT COSTS

Please list any travel, consumables or other costs requested from the funder. You will need to explain why these costs are required for the project in the Justification of Resources.

Travel and subsistence

- Consider the number/cost of journeys, and number of nights' accommodation and subsistence.
 - There are a number of sources that can help you estimate travel costs (e.g. National Rail, Expedia, [HMRC rates](#) for international subsistence, [RHUL travel policy](#), etc.).
- Travelling overseas? Remember to consider the costs of local travel, and any **visas** or vaccinations.
- Is the project collaborative? Consider the cost of project team/management meetings
- Would **conference** attendance be useful, not just for dissemination of final results but also part way through the project?
 - Please separate out the conference fees from the conference travel costs where possible

Consumables

- Will you require lab consumables or other minor equipment to run your project?
 - Please remember to check whether VAT has been included in any quotes you have received.
 - Individual items over £10,000 (incl. VAT) are considered equipment, individual items under £10,000 are consumables.
- Most funders will not provide standard desktop or laptop **computing**, as this is considered part of the College overhead. Your RSO can check the funder guidance.
 - Computing requests should be justified as being extraordinary, and beyond the norm in terms of computing capability, or mobility for fieldwork.
 - College's standard provision can be found [here](#).
- Do you need any specialist **software**? Please see the [IT Services pages](#) for the range of free software available to colleagues.
- Are there any **access charges**? E.g. MRI, mass spec, etc. Your School/Department can advise on the amount to include.

Other costs

- **Fees and services** – participant payments, consultancy, advisory panels, speakers, artists, sub-contracts (e.g. DNA sequencing), etc.
 - Please contact R&I at the earliest possible point if you are planning to include fees/services
 - All **payments to individuals** are now subject to the scrutiny of HMRC, individuals would need to be truly self-employed (and therefore a subcontractor) or employed by the College.
 - If reimbursing speakers, participants, advisory panel members for their time, we would strongly

- recommend you just reimburse their travel/subsistence instead, or reward with a retail voucher (e.g. Amazon) or [pre-paid card](#).
- Further guidance can be found in the College's [Travel, Subsistence and Personal Expenses Policy](#).
- **Please do not name the service providers in your application**, just mention the service to be provided and the amount requested (e.g. £10k subcontract for DNA sequencing).
- Please consider the [Procurement](#) timelines and processes in procuring services, please [contact](#) them directly if you have any questions.
 - **College Finance Regulation thresholds** for goods and services can be found in the [College's Financial Regulations](#). These should be **considered alongside the funder's requirements**. Please consider this before engaging with service providers.
- For the budget, please add 20% to the amount quoted to account for **VAT**.
- The default arrangement is that the institution issuing the subcontract owns the results created by the subcontractor. Please see the Roles in Research guide, [here](#).
- **Training costs** – these can be included where the funder allows, for the PI as well as the team (e.g. skills/professional development).
- **Bank charges** may need to be included for transferring funds to overseas collaborators, your RSO can advise.

Dissemination, publications, and impact activities

- Where eligible, publication costs should be included to cover **open access** charges.
 - Please note that UKRI provide an institutional block grant for this purpose so open access costs are not eligible in UKRI grants.
- Include costs of **conference/workshop/seminar organisation**: please breakdown into venue hire, catering, travel and subsistence for speakers (where appropriate), etc.
 - Internal catering costs can be found [here](#).
- Include costs for **publicity materials** (not general printing/postage, as this should be covered by the College overhead).
- If including a **website** as an output or a deliverable, consider the long term preservation and hosting of the site in addition to the initial set up costs.
 - Please breakdown into hosting, development, etc.
 - Please consider the [Procurement](#) timelines and processes in procuring services, please [contact](#) them directly if you have any questions.
 - **College Finance Regulation thresholds** for goods and services can be found [here](#). These should be **considered alongside the funder's requirements**. Please consider this before engaging with service providers.
- Any other impact activities?

ESTATES, INDIRECTS, AND INFRASTRUCTURE TECHNICIANS

- Infrastructure technicians (lab-based departments only), Estates, and Indirects form part of the full economic costs (fEC). They are a 'cost' on all projects but whether or not they can be charged, and the rate at which they can be charged, will differ by funder.
 - Details on fEC recovery can be found in our guide, [here](#).
- The estates, indirects, and infrastructure technician rates are updated annually by the Finance dept, so please do get up-to-date costs from your RSO rather than using figures based a previous project, even if it is a similar resubmission.
- The rates do not need be justified in research grant applications.