

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

## STAFF COSTS

Staff costs are often the largest element in your budget. Start by thinking what staff resources and level of expertise will you need for the project. Staff costs will be calculated by your [Research Services Officer](#) (RSO) to ensure they are correct and take into account inflation, employer's costs, etc.

### Principal Investigator

Consider how much time you are planning to spend on the project in average. Your time needs to be calculated, even in 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 collaborator scheme, new staff can be recruited for the project, and the work can be shared by several investigators and post-doctoral research assistants.

### Co-Investigators

How much time are they planning to spend on the project?

If there are co-investigators from other UK universities, your RSO can liaise with their counterparts for the costings as we can only calculate RHUL staff time.

Are there any international co-investigators included? There is an increasing amount of UK funding schemes which allow or encourage the inclusion of international co-investigators. Please consult R&I for further details.

### Post-Doctoral Research Assistants

Will you be hiring a PDRA in your project? Please confirm the starting date, duration of the contract, and also what grade you were planning to hire them at. Please bear in mind that you won't be able to increase the budget for the PDRA salary at a later stage so it is important to plan this carefully at the submission stage.

### Other staff

If you are part of a large collaborative project or a major study consider requesting a project administrator or manager to support project delivery. Please get in contact with HR or your School Manager to discuss the requirements of the role to determine the amount of time and grade required.

Does the PI exceptionally require teaching replacement? In majority of research grants it is expected that the time required can be managed within normal workload. Teaching replacement is rarely an eligible cost, so should be discussed with your HoD in advance. Will you require a technician to support your project? If yes, please name the technician or advise whether you will be recruiting one.

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.

## EQUIPMENT

Please contact R&I at the earliest possible point if you are planning to include equipment in your grant application.

Please make sure you are also aware of the [Procurement](#) timelines and processes in purchasing equipment.

Does the funder cover the full cost of equipment or is a contribution required from the College? This should be flagged with R&I as soon as possible.

Are there any installation costs related to the equipment, particularly are there any building work or installation costs required? Are these eligible costs with the funder or must they be covered by the College?

Is a technician or specialist staff required to run or initiate the equipment?

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.

### Consumables

Will you require lab consumables or other minor equipment to run your project? Explain what your consumables costs are and why you need them.

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. Requests should be justified as being extraordinary, and beyond the norm in terms of computing capability, or mobility for fieldwork.

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 scanning, etc.

### Travel and Subsistence

Is the project collaborative? Consider the cost of team and management meetings

All costs should be justified and broken down into 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 policy](#) for UK subsistence, etc.).

Travelling overseas? Remember to consider the costs of local travel and any visas or vaccinations if travelling outside EU.

Would a PDRA's attendance at conferences be useful, not just for dissemination of final results but also part way through the project?

### Dissemination, publication, 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: room hire, refreshments, travel and subsistence for speakers where appropriate

Include costs for publicity materials/photocopying.

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.

Any other impact activities? Please do remember to include cost request for all the activities you set out to do in your project.

This can include payments to external organisations and professionals, depending on the funding scheme rules.

### Recruitment and relocation

If the research staff is unnamed, please include recruitment costs, seek guidance from your RSO on the appropriate amount.

If a named researcher will be relocating from overseas, please let us know and we will check if relocation costs are eligible.

## ESTATES, INDIRECTS, AND INFRASTRUCTURE TECHNICIANS

Estates, indirects, and infrastructure technicians (lab-based departments only) form part of the fEC costs. They are a 'cost' on all projects but whether or not they can be charged, or the rate at which they can be charged, will differ by funder.

The estates, indirects, and infrastructure technician rates vary annually, 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 to be justified in research grant applications, only the amount needs to be included in the application.