

Grants costs policy

This document provides guidance for requesting and attributing costs to a Barts Charity grant and is reviewed and updated regularly.

A separate document details the spending guidelines for our [Special Purpose Fund expense claims](#).

General

- We will fund the *direct* costs of the project only (i.e. costs that are explicitly identifiable as arising from the grant activities).
- All requested costs must be justified in the context of the grant application.
- Costs must be quoted at current (or Year 1) prices, inclusive of all VAT and other taxes, with estimates for inflation based on the host organisation's policies.
- We expect that most costs would be incurred within Barts Health NHS Trust, the Faculty of Medicine and Dentistry, QMUL or City, University School of Health Sciences. We will consider providing funds to other collaborating organisations on a case-by-case basis. Where agreed by the Charity, this collaboration will need to be managed by the Administering Organisation as a sub-contract.
- Any application including a clinical research study must include a [Schedule of Events Cost Attribution Template](#) (SoECAT) signed by an [NIHR AcoRD specialist](#).

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	ALLOWED COSTS	DISALLOWED COSTS																					
STAFF	<ul style="list-style-type: none"> • New staff resources required to deliver a project, full or part time. • The application must include: <ul style="list-style-type: none"> ○ employer’s contributions, including any statutory obligations (e.g. National Insurance contributions) and pension scheme costs ○ any pay awards and/or salary adjustments likely to occur during the grant period. • We will consider requests to back-fill NHS staff posts. Please contact the Funding & Impact team before applying. • Staff recruitment costs – up to £750 per post. 	<ul style="list-style-type: none"> • Salary of Lead Applicant. • Salary of Co-Applicants generally will not be allowed. • Salary recovery for staff already employed by Barts Health NHS Trust, Faculty of Medicine and Dentistry or City, University School of Health Sciences. 																					
PHD STUDENTSHIPS	<ul style="list-style-type: none"> • <i>Non-clinical PhD studentship</i> costs can be requested as a part of Research Project Grants only. We will provide: <table border="1" data-bbox="510 730 1258 979"> <thead> <tr> <th>Yr.</th> <th>Stipend</th> <th>Justified consumables</th> <th>Tuition fees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>£24,278</td> <td>up to £10,000</td> <td rowspan="4">At UK/home student rate</td> </tr> <tr> <td>2</td> <td>£26,093</td> <td>up to £10,000</td> </tr> <tr> <td>3</td> <td>£28,057</td> <td>up to £10,000</td> </tr> <tr> <td>4</td> <td>£28,057</td> <td>up to £5,000</td> </tr> <tr> <td>Total</td> <td>£106,485</td> <td>up to £35,000</td> <td></td> </tr> </tbody> </table> <p>Additional consumables can be requested where justified.</p>	Yr.	Stipend	Justified consumables	Tuition fees	1	£24,278	up to £10,000	At UK/home student rate	2	£26,093	up to £10,000	3	£28,057	up to £10,000	4	£28,057	up to £5,000	Total	£106,485	up to £35,000		<ul style="list-style-type: none"> • Non-clinical studentship stipends, salary for clinical PhD fellows, PhD tuition fees or consumables for studentship/fellowships funded outside of our Research Project Grant or Healthcare Professional Clinical Research Fellowship schemes.
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MATERIALS & CONSUMABLES	<ul style="list-style-type: none"> • Non-reusable items specific to the project, for example: <ul style="list-style-type: none"> ○ Laboratory research projects: reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plasticware and glassware ○ Clinical projects: diagnostic, therapeutic, rehabilitative, medical materials and consumables specific to the project. • Survey and data collection, including: <ul style="list-style-type: none"> ○ communication and data collection services and any associated costs such as essential field materials, travel costs and language translation services. 	<ul style="list-style-type: none"> • Data sharing costs do not include open access publication fees. 																					

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	<ul style="list-style-type: none"> • Data management and sharing costs, for example: <ul style="list-style-type: none"> ○ Archiving, repository fees, data storage costs and data management services. • All costs must be project-specific and itemised. • You may include associated charges for shipping, delivery and freight. 	
EQUIPMENT	<ul style="list-style-type: none"> • We will consider requests for: <ul style="list-style-type: none"> ○ New items of medical/laboratory equipment and upgrades to existing items that are essential to the proposed project ○ Computing equipment and software that are essential to the proposed project may be requested. Requests for more than £2,000, and on applications less than 36 months in duration, will only be considered in exceptional cases. ○ Access to shared equipment, facilities or data sources, only if managed through an access charge system. • Costs may include purchase, delivery, installation, maintenance and/or service contracts (for the duration of the award) and training, where necessary. • Quotes must be provided for any items of equipment over £5,000. • VAT exemption must be sought by the JRMO/your Finance Office prior to application. 	<ul style="list-style-type: none"> • Standard laboratory equipment not specific to the grant. • Standard software and software that is available through institutional licences. • Mobile phones and tablets, unless specifically justified and required within a defined project. • Contributions towards departmental technical and administrative services.
PATIENT AND PUBLIC INVOLVEMENT AND ENGAGEMENT	<ul style="list-style-type: none"> • Recruitment and participation fees for participants to a project. • Public engagement materials (including printing and publishing). • Travel for subjects and volunteers involved in research (if not part of routine NHS service). 	
ESTATES (HEALTHCARE GRANTS ONLY)	<ul style="list-style-type: none"> • Costs that are directly related to the project, including: <ul style="list-style-type: none"> ○ Capital/building and refurbishment costs ○ Furniture ○ Professional and project associated fees ○ Enabling works. 	<ul style="list-style-type: none"> • Work required before applying for a grant, e.g. scoping work, initial design costs or surveys. • On-going costs/maintenance/.

	ALLOWED COSTS	DISALLOWED COSTS														
DISSEMINATION	<ul style="list-style-type: none"> A contribution towards: <table border="1"> <thead> <tr> <th></th> <th>Publication fees, including:</th> <th>Dissemination activities</th> </tr> </thead> <tbody> <tr> <td></td> <td> <ul style="list-style-type: none"> page charges costs of colour printing open access fees </td> <td>Costs to present/share findings or outputs from this project (e.g. reasonable travel, subsistence, childcare, conference registration).</td> </tr> <tr> <td>Grants with a duration of 36 months (FTE) or more</td> <td>Up to £4,000</td> <td rowspan="2">Up to £2,000 per year</td> </tr> <tr> <td>Grants with a duration of less than 36 months (FTE)</td> <td>Up to £2,000</td> </tr> <tr> <td>ACF Support Grants</td> <td>N/A</td> <td>Up to £500</td> </tr> </tbody> </table> 		Publication fees, including:	Dissemination activities		<ul style="list-style-type: none"> page charges costs of colour printing open access fees 	Costs to present/share findings or outputs from this project (e.g. reasonable travel, subsistence, childcare, conference registration).	Grants with a duration of 36 months (FTE) or more	Up to £4,000	Up to £2,000 per year	Grants with a duration of less than 36 months (FTE)	Up to £2,000	ACF Support Grants	N/A	Up to £500	
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ANIMALS	<ul style="list-style-type: none"> Animal costs essential to the project. This includes: <ul style="list-style-type: none"> Purchase and delivery costs Maintenance and procedure costs Staff costs, e.g. contributions towards the salaries of animal house technicians Home office licence fees. 															

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OTHER	<ul style="list-style-type: none"> • <i>Travel and subsistence</i> required for the delivery of the project by the project team e.g. to facilities, to partners/collaborators for data/sample collection. Costs must be inline with the Administering Organisation's policies. • <i>NHS support costs</i> (if not provided by the R&D budget of the Health Departments of the UK). • <i>Training</i> <ul style="list-style-type: none"> ○ We will consider requests to support training activities (e.g. courses) that are specific to the proposed project for staff or students employed by the grant. ○ PhD tuition fees for PhD Studentships/Fellowships supported entirely by Barts Charity (at Home/EU rates). 	<ul style="list-style-type: none"> • Indirect costs. We will consider these costs only as a part of Everyday Impact grants, where justified. For all other schemes, these costs are ineligible and include but are not limited to: <ul style="list-style-type: none"> ○ general administration costs, such as personnel, finance, library, room hire and some departmental services ○ estates costs, such as building and premises costs, basic services and utilities. ○ phone, postage, photocopying and stationery, unless you can justify these within a clinical or epidemiological study ○ office furniture, such as chairs, desks, filing cabinets ○ clothing and personal protective equipment, such as lab coats, medical uniforms, gloves, shoes, goggles ○ cleaning, waste and other disposal costs. • Costs that form part of routine NHS service. • NHS Treatment Costs (standard or excess). • Formal personal development training. • Ethics reviews. • Indemnity insurance (insurance cover against claims made by subjects or patients associated with a project). • Catering, prizes, room and venue hire for staff parties, team-building events and social activities (we will consider these costs only as a part of Everyday Impact grants, where justified.) • Contingency or other non-specific costs.