

Grants costs policy

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

Please see the [our website](#) for scheme-specific cost policies. The guidance on the website supersedes this document.

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.

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

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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	<p>Non-clinical PhD studentship costs can be requested only as a part of Research Project Grants only. We will provide tuition fees at the home rate and the following stipend:</p> <table><tr><th>Year</th><th>Stipend</th></tr><tr><td>1</td><td>£28,700</td></tr><tr><td>2</td><td>£29,300</td></tr><tr><td>3</td><td>£29,900</td></tr><tr><td>4</td><td>£30,500</td></tr><tr><td>Total</td><td>£118,400</td></tr></table>	Year	Stipend	1	£28,700	2	£29,300	3	£29,900	4	£30,500	Total	£118,400	<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.
Year	Stipend													
1	£28,700													
2	£29,300													
3	£29,900													
4	£30,500													
Total	£118,400													
MATERIALS & CONSUMABLES (SINGLE-USE ITEMS)	<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: o communication and data collection services and any associated costs such as essential field materials, travel costs and language translation services.• Data management and sharing costs, for example:<ul style="list-style-type: none">◦ Archiving, repository fees, data storage costs and data management services.	<ul style="list-style-type: none">• Data sharing costs do not include open access publication fees.												

	ALLOWED COSTS	DISALLOWED COSTS
	<ul style="list-style-type: none"> • All costs must be project-specific and itemised. • You may include associated charges for shipping, delivery and freight. 	
EQUIPMENT <i>(MULTI-USE ITEMS)</i>	<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 or medical 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 the proposed project. • Any computing equipment intended for patient use.
PATIENT AND PUBLIC INVOLVEMENT AND ENGAGEMENT (PPIE)	<p>We will consider the following costs for PPIE activities to support the project supported by the grant:</p> <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 <i>(HEALTHCARE GRANTS ONLY)</i>	<ul style="list-style-type: none"> • We will consider requests for costs that are directly related to the project, including: <ul style="list-style-type: none"> ○ Capital/building and refurbishment costs ○ 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												
OUTPUTS MANAGEMENT AND SHARING	We will provide a contribution towards:													
		<table><tr><td></td><td>Publication costs, including:<ul style="list-style-type: none">• Page charges• Costs of colour printing• Open access fees</td><td>Dissemination activities: cost of presenting/sharing findings or outputs at conferences (e.g. reasonable travel¹, 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>Up to £2,000</td></tr><tr><td>Grants with a duration of less than 36 months (FTE)</td><td>Up to £2,000</td><td>Up to £2,000</td></tr><tr><td>ACF support grants</td><td>N/A</td><td>Up to £500</td></tr></table>		Publication costs, including: <ul style="list-style-type: none">• Page charges• Costs of colour printing• Open access fees	Dissemination activities: cost of presenting/sharing findings or outputs at conferences (e.g. reasonable travel ¹ , subsistence, childcare, conference registration).	Grants with a duration of 36 months (FTE) or more	Up to £4,000	Up to £2,000	Grants with a duration of less than 36 months (FTE)	Up to £2,000	Up to £2,000	ACF support grants	N/A	Up to £500
		Publication costs, including: <ul style="list-style-type: none">• Page charges• Costs of colour printing• Open access fees	Dissemination activities: cost of presenting/sharing findings or outputs at conferences (e.g. reasonable travel ¹ , subsistence, childcare, conference registration).											
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	Grants with a duration of less than 36 months (FTE)	Up to £2,000	Up to £2,000											
	ACF support grants	N/A	Up to £500											
We will consider other output management and sharing costs, for example:														
<ul style="list-style-type: none">• Archiving, repository fees, data storage costs and data management services.														
ANIMALS	We will consider animal costs that are 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.													

¹ Project teams should limit travel by using alternatives where possible (for example video conferencing). Where travel is required, we expect the low carbon option to be chosen, where practical, and we will fund this even if this is more expensive (within reason). More details can be found in our [Environmental Sustainability statement](#).

	ALLOWED COSTS	DISALLOWED COSTS
OTHER	<p><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 collection¹. Costs must be in line with the Administering Organisation's policies.</p> <p><i>Training</i> - 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</p> <p><i>Contingency costs</i> will be considered against equipment and estates budget lines up to 15% of the requested amount for healthcare grants only.</p>	<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.