

Grants costs policy – healthcare

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:

[Advancing Healthcare Small Grants](#)

[Advancing Healthcare Large Grants](#)

[Everyday Impact](#)

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 St George's, 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 [Special Purpose Fund expense claims](#).

Grants costs policy

	ALLOWED COSTS	DISALLOWED COSTS
STAFF	<ul style="list-style-type: none"> • New staff resources required to deliver a project, full or part time. • Buy-out or back-fill for staff employed by Barts Health NHS Trust if: <ul style="list-style-type: none"> ○ the input by the individual is essential for the delivery of the grant, and ○ their current contract does not include the grant activities. • Reasonable staff recruitment costs for a single round of recruitment. <p>The application must include:</p> <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. 	
MATERIALS & CONSUMABLES (SINGLE-USE ITEMS)	<p>We will consider requests for single-use items specific to the project.</p> <p>All costs must be project-specific and itemised.</p> <p>You may include associated charges for shipping, delivery and freight.</p>	
EQUIPMENT (MULTI-USE ITEMS)	<p>We will consider requests for:</p> <ul style="list-style-type: none"> • New multi-use items (including furniture) and upgrades to existing items that are essential to the proposed project. • Computing equipment and software that are essential to the proposed project. • Access to shared equipment, facilities or data sources, only if managed through an access charge system. <p>Costs may include purchase, delivery, installation, maintenance and/or service contracts and training, where necessary.</p> <p>Quotes must be provided for any items of equipment over £5,000.</p> <p>VAT exemption must be sought by the your Finance Office prior to application.</p>	<ul style="list-style-type: none"> • 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.
ESTATES	<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
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 • Public engagement materials (including printing and publishing) • Travel for subjects and volunteers involved in research (if not part of routine NHS service). 	
OUTPUTS MANAGEMENT AND SHARING	<p>We will provide a contribution towards the cost of presenting/sharing findings or outputs at conferences (e.g. reasonable travel¹, subsistence, childcare, conference registration). You may request up to £2,000 per year of the grant.</p> <p>We will consider other output management and sharing costs, for example:</p> <ul style="list-style-type: none"> • Publication, archiving, repository fees, data storage costs and data management services. See our Open Access Outputs Sharing Policy for more details. 	
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 collection. Costs must be inline 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 employed by the grant</p> <p><i>Contingency costs</i> will be considered against equipment and estates budget lines for up to 15% of the requested amount.</p>	<ul style="list-style-type: none"> • Costs of routine NHS service. • Indirect cost, including but not limited to: <ul style="list-style-type: none"> ○ general administration costs, such as personnel and finance ○ utilities ○ clothing and personal protective equipment, such medical uniforms, gloves, shoes, goggles ○ cleaning, waste and other disposal costs. • Formal personal development training. • Ethics reviews. • Staff parties, social activities and prizes.

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](#).