Grants costs policy – Research

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

Please see the our website for scheme-specific cost policies:
Research Project Grants
Research Seed Grants
Healthcare Professional Clinical Research Training Fellowships
Academic Clinical Fellowship (ACF) Support Grant

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.
- Any application where the proposed research will be undertaken in an NHS or Social Care setting in England, or where an NHS partner is involved in the project, or the work includes a clinical research study, must contact their LCRN to ensure costs are correctly attributed to each partner. See the NIHR AcoRD webpage for more information.

A separate document details the spending guidelines for Special Purpose Fund expense claims.

Reviewed and updated: May 2025

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	ALLOWED COSTS	DISALLOWED COSTS

STAFF	New staff resources required to deliver a project, full or part time.
	• The application must include:
	  ○ 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.
	
	Reasonable staff recruitment costs for a single round of recruitment.
		• Salary of Lead Applicant.
		• Salary of Co-Applicants generally will not be allowed. Please contact the Funding & Impact team before applying.
		• Salary recovery for already employed staff.

PHD STUDENTSHIPS	Non-clinical PhD studentship costs can be requested **only** as a part of Research Project Grants. We will provide tuition fees at the home rate and the following stipend: • Year 1: £28,700 • Year 2: £29,300 • Year 3: £29,900 • Year 4: £30,500 • **TOTAL: £118,400**	Any costs related to a PhD student/fellow or project, outside of the Research Project Grant or Healthcare Professional Clinical Research Fellowship schemes.

MATERIALS & CONSUMABLES	We will consider requests for:
	• Non-reusable items specific to the project, for example:
	  ○ 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:
	  ○ communication and data collection services and any associated costs such as essential field materials, travel costs and language translation services.
	• Data access fees.
	• Data management and sharing costs, for example:
	  ○ 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.
		• Data management and sharing costs do not include open access publication fees. These are available via a block grant provided to Queen Mary University of London and City St George's, University of London.

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	Allowed costs	Disallowed costs
Equipment	We will consider requests for: • 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 £15,000. VAT exemption must be sought by the JRMO/your Finance Office prior to application.	• 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	We will consider requests for: • 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).	
Dissemination	We will provide a contribution towards the cost of presenting/sharing findings or outputs at conferences (e.g. reasonable travel[1], subsistence, childcare, conference registration). You may request: • Up to £2,000 in total if you are applying to Barts Charity's fellowship scheme, • Up to £2,000 per year of the grant for all other grant schemes. We will consider other output management and sharing costs, for example: • Archiving, repository fees, data storage costs and data management services.	Article Processing Charges (APCs) must be claimed from the Open Access Block Grant managed by Library Services in the first instance. If the Block Grant has been depleted, underspend from your grant may be used to cover these costs, so long as the publication meets the requirements of the Open Access Outputs Sharing Policy.

[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
ANIMALS	Animal costs essential to the project. This includes: • Purchase and delivery costs • Maintenance and procedure costs • Staff costs, e.g. contributions towards the salaries of animal house technicians • Home office licence fees.	
OTHER	*Travel and subsistence* for the project team when essential for the delivery of the project will be considered e.g. to facilities, to partners/collaborators for data/sample collection. • Project teams should limit travel by using alternatives where possible (for example video conferencing). • 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. • Costs must be in line with the Administering Organisation's policies. *NHS support costs* identified by the Schedule of Events Cost Attribution Tool (SoECAT), if not provided by the R&D budget of the Health Departments of the UK. *Training* activities (e.g. courses) that are specific to the proposed project for staff or students employed by the grant.	• Indirect costs within the NHS and higher education institutes. • Costs that form part of routine NHS service. • NHS Treatment Costs (standard or excess). • Formal personal development training. • Ethics reviews. • Catering, prizes, room and venue hire for staff events • Contingency or other non-specific costs.