

# Grants costs policy

## Principles

- We will fund the direct costs of the project
- All requested costs must be justified in the context of the proposal
- We expect that the majority of costs would be incurred in the Barts Health NHS Trust, Barts and the London School of Medicine and Dentistry or City University School of Health Sciences. We will consider providing funds to other collaborating organisations on a case-by-case basis.

## Allowed and disallowed costs

This list provides guidance for requesting and attributing costs to a Barts Charity grant. The document will be reviewed and updated regularly. A separate document details the spending guidelines for our Special Purpose Funds.

	ALLOWED COSTS	DISALLOWED COSTS																	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>• New staff resources required to deliver a project, full or part time.                             <ul style="list-style-type: none"> <li>○ The application must include: employer’s contributions, including any statutory obligations (eg National Insurance contributions if you’re based in the UK) and pension scheme costs</li> <li>○ any pay awards and/or salary adjustments likely to occur during the grant period.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Salary of (lead or co-) applicants, except for fellowship schemes.</li> <li>• Salary recovery for staff already employed by Barts Health NHS Trust, Barts and the London School of Medicine and Dentistry or City University School of Health Sciences</li> </ul>																	
<b>PHD COSTS</b>	<ul style="list-style-type: none"> <li>• Non-clinical PhD students can be requested as a part of a Large Project Grant (Research) only. We will provide:                             <table border="1" data-bbox="465 1106 1216 1284"> <thead> <tr> <th>Yr</th> <th>Stipend</th> <th>Standard consumables</th> <th>Tuition fees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>£24,278</td> <td>up to £7,000</td> <td rowspan="4">At QMUL UK/EU rate</td> </tr> <tr> <td>2</td> <td>£26,093</td> <td>up to £7,000</td> </tr> <tr> <td>3</td> <td>£28,057</td> <td>up to £7,000</td> </tr> <tr> <td>4</td> <td>£28,057</td> <td>up to £3,500</td> </tr> </tbody> </table> <p>Additional costs and consumables can be requested where justified (e.g. extra animal costs)</p> </li> </ul>	Yr	Stipend	Standard consumables	Tuition fees	1	£24,278	up to £7,000	At QMUL UK/EU rate	2	£26,093	up to £7,000	3	£28,057	up to £7,000	4	£28,057	up to £3,500	<ul style="list-style-type: none"> <li>• Studentship stipends, PhD student fees or consumables for studentship/fellowships funded outside of our Large Project Grant (Research) scheme.</li> </ul>
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1	£24,278	up to £7,000	At QMUL UK/EU rate																
2	£26,093	up to £7,000																	
3	£28,057	up to £7,000																	
4	£28,057	up to £3,500																	
<b>MATERIALS &amp; CONSUMABLES</b>	<ul style="list-style-type: none"> <li>• Non-reusable items specific to the project, for example:</li> </ul>																		

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	ALLOWED COSTS	DISALLOWED COSTS
	<ul style="list-style-type: none"> <li>○ laboratory projects: reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plasticware and glassware</li> <li>○ clinical projects: diagnostic, therapeutic, rehabilitative, medical materials and consumables specific to the research.</li> <li>● Associated charges for shipping, delivery and freight.</li> <li>● All costs must be project-specific and itemised</li> </ul>	
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>● Items of equipment that are essential to the proposed project.</li> <li>● Items of equipment and upgrades to existing equipment to take advantage of advances in medical science and technology to deliver better care and to replace old equipment that is no longer fit for purpose.</li> <li>● Costs may include purchase, delivery, installation, maintenance and training, where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>● Standard laboratory or computing equipment, mobile phones and tablets, unless specifically justified</li> </ul>
<b>ACCESS CHARGES</b>	<ul style="list-style-type: none"> <li>● The cost of access to major shared equipment or facilities, only if run through an access charge system.</li> </ul>	<ul style="list-style-type: none"> <li>● Contributions towards departmental technical and administrative services</li> </ul>
<b>TRAVEL</b>	<ul style="list-style-type: none"> <li>● Travel required for the delivery of the project by the project team eg to facilities, to partners/collaborators for data/sample collection.</li> <li>● Travel for subjects and volunteers involved in research (if not part of routine NHS service).</li> </ul>	<ul style="list-style-type: none"> <li>● Costs that form part of routine NHS service</li> </ul>
<b>DATA COLLECTION</b>	<ul style="list-style-type: none"> <li>● 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</li> </ul>	<ul style="list-style-type: none"> <li>● Costs that form part of routine NHS service</li> </ul>
<b>ANIMALS</b>	<ul style="list-style-type: none"> <li>● Animal costs essential to the project. This includes:               <ul style="list-style-type: none"> <li>○ Purchase and delivery costs</li> <li>○ Maintenance and procedure costs</li> <li>○ Staff costs, eg contributions towards the salaries of animal house technicians.</li> <li>○ Home office licence fees</li> </ul> </li> </ul>	
<b>DISSEMINATION</b>	<ul style="list-style-type: none"> <li>● A contribution towards:</li> </ul>	

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		ALLOWED COSTS		DISALLOWED COSTS	
			<b>Large project grants</b>	<b>Small project grants</b>	
		Publication and open access fees	Up to £3,000	N/A	
		Conference attendance	Up to £3,000	Up to £1,000	
		<ul style="list-style-type: none"> <li>Public engagement materials where dissemination (including printing and publishing) is a key activity of the project.</li> </ul>			
<b>OTHER</b>		<ul style="list-style-type: none"> <li>Furniture, refurbishment or estate costs that have a strong case to lead to better patient experience at a Barts Health Hospital and are fully supported by the hospital board.</li> <li>Recruitment and participation fees for participants to a project</li> </ul>			
		<ul style="list-style-type: none"> <li>Indirect costs. This includes:               <ul style="list-style-type: none"> <li>general administration costs, such as personnel, finance, library, room hire and some departmental services</li> <li>estates costs, such as building and premises costs, basic services and utilities.</li> <li>phone, postage, photocopying and stationery, unless you can justify these within a clinical or epidemiological study</li> <li>office furniture, such as chairs, desks, filing cabinets, etc.</li> <li>clothing and personal protective equipment, such as lab coats, medical uniforms, gloves, shoes, goggles</li> <li>cleaning, waste and other disposal costs</li> </ul> </li> <li>Routine care for patients</li> <li>Formal personal development training</li> <li>Ethics reviews</li> <li>Indemnity insurance (insurance cover against claims made by subjects or patients associated with a project)</li> <li>Catering, prizes, room and venue hire for staff parties, team-building events and social activities</li> <li>Contingency or other non-specific costs</li> </ul>			