Costing Checklist

Research Support have compiled the checklist below as an aide-mémoire when completing a research proposal. This is not an exhaustive list and you should always refer to the particular funding scheme guidelines. However please take time to look through the list as it may highlight details you have overlooked.

- Staff Costs
- Consumables
- Equipment
- Travel and Subsistence
- Overheads
- Dissemination, publication and data management

Staff Costs

- Staff costs should be checked with your relevant research support officer to ensure they are correct and take into account inflation, employers costs etc.
- If you are part of a large collaborative project or a major study then consider requesting administrative support project management
- Project staff, and their funding level (experience), must be justified
- Does the PI require teaching replacement? Teaching replacement is rarely an eligible cost so should be discussed with HoDs in advance as to how this might be facilitated.
- What percentage of time is the PI spending on the project? If limited then consider requesting higher level research assistance for a more independent autonomous RA.
- Where the project duration is less than 18 months, it can justify a higher grade RA since the work will need someone with experience in order to get up to speed quickly
- Job sharing? Consult personnel for any increased costs
- When the project involves considerable experimental work seeking funding for technician support can be justified
- It is University policy that lecturers will not be appointed at a level lower than Grade 8 on the unified pay scale.
- Is the research staff is unnamed then please include recruitment costs, seek guidance from R&E on the appropriate amount.

Consumables

- Desktop computing? Most funders will not provide standard desktop or laptop computing, considered part of the College overhead. Requests should be justified as being extraordinary and beyond the norm in terms of computing capability or mobility for fieldwork
- Do microscopy, consumables or access charges, e.g. MRI scanning, apply?

Equipment

- Does the funder cover the full cost of equipment or is a contribution required from the College, e.g RCUK >£10k. This should be flagged with R&E as soon as possible.
- Are there any installation costs related to the equipment, particularly is there any building work or installation costs required? Are these eligible costs with the funder or must they be covered by the College?
- Is a technician or specialist staff required to run or initiate the equipment?
- Use of existing equipment, has this been approved by HoD to ensure the equipment is available and also in good order without the cost of refitting/upgrading?
- Does the purchase price include the relevant maintenance?
• Equipment purchase should always be done via College Purchasing team

Travel and Subsistence
• Is the project collaborative? Consider the cost of management meetings
• Will you be interviewing volunteers? Consider T&S costs for both yourself and the volunteers
• Costs should be justified and broken down into number/cost of journeys and number of nights subsistence
• Will there be T&S costs incurred for progress meetings with clients?
• Would an RA's attendance at conferences be useful, not just for dissemination of final results but also part way through the project?

Overheads
• Overheads are a 'cost' on all projects but whether or not they can be charged, or the rate at which they can be charged will differ by funder and may be subject to negotiation. Please refer to R&E for advice on overhead rates.
• Overhead rates vary annually so please get up to date advice from R&E rather than using figures from a previous project, even if it is a similar resubmission.

Dissemination, publication and data management
• Where eligible Include publication costs including open access charges. N.B RCUK provide an institutional block grant for this purpose so seek advice to eligibilty.
• Your project should have a research data management plan (DMP) which includes your strategy for storing and preserving your research data including making it openly available when required by the funder to do so. Please refer to R&E to discuss your DMP and they can liaise with the Library and IT to realistically cost data provision
• Include costs of conference/workshop/seminar: room hire, refreshments, T&S for speakers
• Include costs for publicity materials/photocopying
• If including a website as an output/deliverable consider the long term preservation/hosting of the site in addition to the initial set up costs
• Is the project likely to generate potentially exploitable Intellectual Property? If so, please refer to R&E and your Research and Business Development Manager.