Costing Resources for Researchers

Contents

[Venue hire 1](#_Toc499287706)

[Travel and subsistence 2](#_Toc499287707)

[Accommodation 2](#_Toc499287708)

[IT and website costs 3](#_Toc499287709)

[Staff 4](#_Toc499287710)

[Printing and Publicity 5](#_Toc499287711)

[Equipment 5](#_Toc499287712)

[EU applications specific costs 5](#_Toc499287713)

[Facilities 6](#_Toc499287714)

# Venue hire

If the project includes any event, conference or workshop venue costs will need to be included. If you know where the event is to be held approach the venue directly to get accurate costings. For any events held on campus The University of Reading events team can provide indicative costs\* and advice on elements such as:

* Room hire
* AV equipment available in each room
* Equipment and resources available e.g. PC lab, flip chart, pad, pens
* Catering and waiter/waitress staff

\*Note – the UofR events team costs can’t be used for Research Council and EU bids as there is no audit trail. For these bids we can use a UofR events team quote and add VAT on to represent an equivalent external quote.

***Useful Links:***

[University of Reading events costing guide](http://www.reading.ac.uk/internal/events-guide/evtg-getting-started.aspx) – provides an overview of elements to consider when hosting an event

[VenueReading](http://www.venuereading.com/Meet/vr-meet-home.aspx) – list the rooms available for meetings and conferences and will be able to provide costs

[University's 'hospitality to you' menu and price list](http://www.reading.ac.uk/web/files/catering/Hospitality_to_you_Menu_Nov_2017.pdf) – this gives details of various breakfast, lunch and buffet options with price lists, and also offers options for waiter/waitress services with prices.

[Catering for conferences/events](http://www.reading.ac.uk/catering/Cater_Catering_Services.aspx) – the Catering team can provide details and quotes on subsistence for events from simple refreshments to sandwich lunches and evening dinners

[Audio Visual Support](http://www.reading.ac.uk/internal/its/services/SupportforTeachingandLearning/AudioVisual.aspx) – details of AV support available from IT Services

[Audio Visual Events Guide](http://www.reading.ac.uk/internal/events-guide/planning-and-logisitics/evtg-audio-visual.aspx) – contact details and things to consider when planning AV for an event

# Travel and subsistence

For most grants you can include travel for project meetings, network meetings, conference attendance – check the individual scheme notes for eligible travel costs. Be mindful of value for money, however and ensure your costs are covered but not excessive.

Travel costs could include:

* Train tickets
* Airfares
* Mileage
* Local travel e.g. bus and taxi fare

Realistic estimates should be made using the links below and included in the application giving as much detail as possible to justify the costs e.g:

*Rail travel from Reading to London for initial project meeting*

*2 x £42.20 return tickets = £84.40 plus £10 local costs = £94.40*

For any travel over £300 University staff must go through the approved travel agents (CTM – [www.ctm.travel](http://www.ctm.travel) or 0845 370 2666. You may need to register the first time for log on details by e-mailing reading@ctm.travel). For grants with a lot of travel the PI should contact the travel agents for quotes before application submission.

*Subsistence Limits* – the University has its’ own subsistence limits (detailed below). However each funder may have their own limits which will be detailed in the call document.

* For day trips lasting less than 10 hours – no subsistence can be claimed
* For day trips lasting more than 10 hours – up to £10 of subsistence can be claimed on production of valid receipts
* For overnight travel (both UK and overseas) – up to £45 of subsistence can be claimed on production of valid receipts

***Useful Links:***

[University Travel and Subsistence Policy](http://www.reading.ac.uk/web/FILES/finance/FfinanceExpensesHospitalityPolicy.pdf)

[The Train Line](https://www.thetrainline.com/) – for estimating train ticket costs

[British Airways](http://www.britishairways.com/travel/home/public/en_gb) – for estimating plane ticket costs. As BA are slightly more expensive using their figures to estimate costs ensures that enough contingency built in to cover air travel even if cheaper airlines are used at a later date.

# Accommodation

Accommodation costs for attendance at meetings, conferences, events or fieldwork can often be included in project costs – check scheme notes for eligibility. University accommodation at the Cedars Hotel can be used for any events taking place on campus. For accommodation in other locations (including overseas) include estimates of realistic per person per night prices, building a little extra in for contingency if appropriate.

Current price per night (including breakfast) limits (as per Finance Expenses Hospitality Policy 1st Aug 2016):

* London (within M25) – up to £200
* Rest of the UK – up to £110
* New York – up to £180
* Dubai – up to £160
* Rest of the World – up to £150

***Useful Links:***

[Cedars Hotel, University of Reading](http://www.reading.ac.uk/venue-reading/Sleep/vr-cedars-hotel.aspx) - booking details for the on-campus hotel, team can provide current prices

[Booking.com](http://www.booking.com/) – travel website to give an idea of average accommodation prices

# IT and website costs

Check with your school or department to see if there is an existing web platform that could be used for the project website. If not or a larger, more complex website is needed theses would usually be created by an external developer and therefore need to be included as Directly Incurred costs. Applicants should seek external quotes and ensure VAT is added on to the figure quoted in the application. Procurement have a list of current web developers. Funding can usually only be claimed for the duration of the project and not for the use of the website after the project end date – check individual funder guidance for confirmation.

Standard computers or laptops cannot usually be claimed as an eligible cost in most schemes as institutions are expected to provide these. However specialist computer equipment, high-spec computers for specialist tasks (e.g modelling or capturing and manipulating multiple images) or equipment that can’t be provided by the School can be claimed as long as there is a clear justification in the application to show why this is needed.

Storage and archiving of any data and publications from a research project may also need to be considered depending on the nature of the project. Research Data Manager Robert Darby is based in Research Services and can advise on putting together data management costs. *Note:* data archiving costs should be added as a Directly Allocated cost where required as it is used later on in the project duration and therefore doesn’t generate an invoice. In addition to specialist external data archiving services (eg. Archaeological Data Service), the University has its own research data archive which will enable you to comply with the University [Research Data Management Policy and any relevant funder policy for the long-term preservation/sharing of research data. Up to 1 Terabyte of data per project can deposited at no charge. If you wish to deposit more than 1 TB of data you will incur a one-off charge at a rate of £4,000 per additional TB, and will be required to supply evidence of available funds before permission to deposit the data will be given.](http://www.reading.ac.uk/internal/res/ResearchDataManagement/AboutRDM/reas-RDMpolicies.aspx)

***[Useful Lin](http://www.reading.ac.uk/internal/res/ResearchDataManagement/AboutRDM/reas-RDMpolicies.aspx)ks:***

[Website costs and contacts](http://www.reading.ac.uk/internal/its/services/CommunicationandCollaboration/WebServices.aspx) – IT guide on website design service including contact detail and costs

[Research data management website](http://www.reading.ac.uk/internal/res/ResearchDataManagement/reas-ResearchDataManagement.aspx) - including costings for storage and archiving

[Research data archive –](http://www.reading.ac.uk/internal/res/ResearchDataManagement/PreservingandSharingData/reas-RDArchive.aspx) details on how and what to store plus costs

# Staff

Research Services will calculate any staff costs including related estates and indirect costs. This includes salary costs for academic staff, research assistants, PhD students and technicians. We will also calculate any teaching replacement costs.

Students can also be employed to undertake various tasks. The [Student Worker Framework](https://www.reading.ac.uk/web/files/humanresources/Student_Worker_Framework_May_2017.pdf) gives a breakdown of the types of work students can undertake and their associated hourly costs. Holiday pay, National Insurance and in some cases pension costs will need to be added on to the hourly rates detailed here. Research Services can provide this information. The Campus Jobs service launched in September 2017 can also provide advice on employing casual staff. There are limits on the number of hours students can work during term time.

*PhD Students*

Both PhD stipend and fees need to be included for the full duration of a PhD project. Current costs can be found [here](http://www.rcuk.ac.uk/media/news/170104/). Check the scheme notes first as not all funders allow PhD students to be included on grants (for example PhD fees cannot be included in EU, British Heart Foundation and Parkinson’s UK applications). Travel costs and any other resources costs including extensions may also be included.

*Consultancy*

External expertise can be included on a grant in the form of consultant’s costs. VAT must be included on all consultancy costs so ensure that any quotes gained from outside organisations or individuals specify whether VAT is already included.

*Subcontracts*

Subcontracts can be included in grants unless specifically stated in the funder guidance. VAT must be included on all subcontracts so ensure this is included

*Technicians*

Where named technicians are included check with Karen Henderson about the time available for them to commit to the project.

***Useful Links:***

[Student Worker Framework](http://www.reading.ac.uk/internal/humanresources/Recruitment/humres-employingstudents.aspx) – hourly charges for different types of student work

[HR Business Partners](http://www.reading.ac.uk/internal/humanresources/aboutus/humres-professionalandadvisory.aspx) – contact details for relevant business partner

# Printing and Publicity

The University Design and Print Service (DPS) can provide support in producing publicity material for any events, workshop resources and printing of materials. Their internal website has a booking request form where quotes for specific print jobs can be obtained\*. Check the scheme requirements to see if printing and publicity costs are eligible as they aren’t always. Where possible give as much detail in the cost justification e.g:

*Printing of workshop feedback sheet – 25x 10p per page, black and white,*

*stapled = £25.00*

\*Note – the University DPS can’t be used for Research Council or EU bids as there is no audit trail. For these bids we can either use a DPS quote and add VAT on to represent an equivalent external quote *or* RES can work with DPS to get an equivalent amount of staff time for the job.

***Useful Links:***

[Design and Print Service](http://www.reading.ac.uk/dps/dps2-home.aspx) –University in-house service

# Equipment

Equipment is defined as a single item of equipment over £10K.  A full justification is required with their proposal form.  The research councils are unlikely to fund at more than 50% with the final percentage contribution decided after peer review.

See information on equipment on research council grants: [Equipment on research council grants](http://www.reading.ac.uk/web/files/reas/Equipment_on_research_council_grants_final_19052011.pdf)

Applicants must contact the Procurement Department for quotations if equipment over £25K is to be included in an application. For more information on the procurement process, please see the Procurement Department's website. A template of the letter that is sent to all Research Grant recipients from the Procurement Department can be seen [here.](http://www.reading.ac.uk/web/files/reas/Procurement_letter.pdf)

# EU applications specific costs

**Audit costs**

Under Horizon 2020, audit costs will count as a direct cost as “Contract to purchase goods, works or services” and therefore will incur overheads. For EU bids where the €325k threshold is exceeded (excluding indirect costs), please allow costs for the end of project audit as per below table. ERC grants are much larger with end of project audits requiring more work, and therefore ERC bids should be treated as ‘coordinating’ projects.

Audit costs including 20% VAT:

|  |  |  |
| --- | --- | --- |
| Project duration & EU contribution value (excluding indirect costs) | Reading as Partner | Reading as Coordinator |
| Projects <3 years and €325K to €1M | £3,000 | £4,000 |
| Projects >3 years and €325K to €1M | £3,500 | £4,500 |
| All Projects over €1M and all ERC bids | £4,000 | £5,000 |

(annual inflation and XR are applied on top of these figures)

# Facilities

Within a research grant budget the term ‘facilities’ will most commonly refer to those costs associated with the *use of* *existing equipment* at the University of Reading, which has been made available for general use by staff engaged in research projects.

The University holds a central list of available facilities, and has an agreed per-unit cost for each. Grant applicants wishing to make use of University facilities will need to estimate how many facility ‘units’ they require over the course of their project. Unless guidelines state otherwise, these costs should be sought from the prospective funder.

Amongst the University facilities whose costs can be included in this way are:

* The Bioresource unit
* Chemical Analysis Facility, or ‘CAF’ instruments
* Facilities at the Cedar Farm research unit
* Electron Microscopy Laboratory ‘EML’ equipment
* The Hugh Sinclair Unit
* Equipment within the Institute for Cardiovascular and Metabolic Research (ICMR)
* Provision of research data storage and data archiving
* Department of Meteorology IT infrastructure costs

In many cases, a facility ‘unit’ will be a measure of time. For example, CAF instrument costs are typically based on per-hour rates. Units for other facilities may be measured, where appropriate, in terabytes or numbers of animals.

In cases where a research project involves the processing or analysis of a number of research samples, applicants requesting facility use will need to estimate the time required to handle a single sample, and then multiply this amount of time by the number of samples involved, to obtain a total amount of time for which that facility will be required. Typically, facility units can only be costed in integer values. So, for example, if a process is estimated to take 3.7 hours, then 4.0 units of facility time are likely to be budgeted for.

When estimating time requirements, applicants should remember that funders will typically recognise that: 1 day = 7.5 hours and; 1 year = 1650 hours.

Note that facility unit costs are subject to change in response to inflation levels, and so prices may be amended at short notice. For this reason, it is worth checking facility unit costs each time a project budget is generated, rather than relying on budgets used previously.

If a research project will require a significant amount of time spent using a facility then it may be necessary to check that the facility will have capacity/availability for use during that period of time. In such cases applicants should also make sure that they have budgeted for sufficient person-time (be that technician, or academic/staff time) to allow the planned work to be completed.

Specifically for EU projects, please note that although internally charged facilities are eligible costs, they may not be fully recovered from the grant.

***Useful Links:***

<http://www.reading.ac.uk/caf/> - Chemical Analysis Facility

<http://www.reading.ac.uk/icmr/facilities/icmr-facilities.aspx> - ICMR and Hugh Sinclair facilities

<https://www.reading.ac.uk/apd/about/apd-aboutfarms.aspx> - University farms

<http://www.reading.ac.uk/emlab/> - Electron Microscopy Lab