

Costs guidance for research grants

Parkinson's UK only funds directly incurred research costs (the costs that would only be incurred if the project were to go ahead). This document provides general guidance on the types of costs that may be charged to the charity's grants.

ALLOWABLE COST	
TRANSACTION	EXAMPLES
Accommodation costs	Up to 3 months reasonable accommodation costs for grant staff working away from their host institute for project-specific reasons. For example, grant staff working at a collaborator's laboratory to learn a specific / specialised technique that is essential to the project. The host institute will need to be able to evidence that the staff member is paying accommodation costs at both the host institute location and the location they are working away at.
Animal research costs	Animal purchase and transportation costs, maintenance (including food) and experimentation costs.
Cell line authentication costs	Costs to support the authentication of cell lines. We will also cover purchase of cell lines from cell banks.
Communication with study participants	Costs related to regularly keeping current study participants updated and engaged throughout the research process – from participants signing the consent form through to the publication of research findings from the grant. Costs for staff time to develop and share communication materials for participants on the study progress specific to the grant. Costs for printing and posting communication materials to participants on the study progress that are specific to the grant. Please see our Staying Connected Toolkit for support and guidance on communicating with study participants.
Data sharing costs	Archiving, repository fees, data storage costs and data management services. Data management and sharing costs must be reasonable and proportionate in the context of the overall grant. Data sharing costs do not include open access publication costs.
Equality, diversity and inclusion activities	Reasonable costs to enable in-depth equality, diversity and inclusion (EDI) input for the grant – especially in the early phases of the project – to make sure it's representative and relevant to everyone in the Parkinson's community. Please see our Race Equality in Research project webpage for guidance on planning and designing inclusive research. Cost for considering diversity throughout the lifecycle of your research, for example by looking at how to consult a range of people when planning, doing and evaluating the study. Costs for advertisement / outreach work with community organisations and developing relationships with trusted advocates. Cost for consultation with an EDI specialist for advice and delivery support. Expenses for reasonable travel and refreshment costs for relevant EDI advisors at workshops / focus group activities. Please see the INVOLVE website . Costs for incentives to take part in EDI activities (for example,

	vouchers, prize draws, fees or donation). Fair market value reimbursement for time and expertise. Cost for carers that will allow individuals to participate. Costs for accessible venues. Costs for diversity and inclusion training for relevant grant staff such as cultural competence / awareness training. Costs for bilingual grant staff and grant staff who are embedded in target communities. Costs for researchers skilled in evaluating diversity and inclusion activities. Costs and extra time for the recruitment of study participants from under-served groups. Costs for translation and interpretation of participant study materials and dissemination materials to help address language barriers.
Equipment access costs	Access fees charged by usage or size of grant where the equipment has not been purchased on a Parkinson's UK grant.
Human tissue costs	Costs charged by tissue banks for the preparation of samples, administration of requests and postage.
Laboratory expenses	Laboratory chemicals and materials (for example, reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plastic ware and glassware), as well as any associated charges for shipping, delivery and freight. Please note that 'bench fees' will only be covered if they are for named researchers on the grant, and only if the host institution confirms that they do not include charges for non-allowable costs.
Overseas costs	Research expenses of up to £10,000 for overseas research work essential to the success of the proposed project can be requested. Detailed justification for this must be provided.
Patient and Public Involvement advisor expenses	Reasonable travel and refreshment costs for patient and public involvement advisors. Fair market value reimbursement for time and expertise. See the INVOLVE website .
PhD studentship costs (as part of a wider research project)	Costs relating to a PhD studentship may be requested if it is part of a wider project and not the primary or only position funded to work on the proposed research project including: <i>We recognise the rising costs of living is affecting postgraduate researchers. We are actively working to review the support we offer. We will communicate any decisions resulting from this review to relevant applicants.</i> <ul style="list-style-type: none"> ● A stipend of £19,919 per year (or £22,278 per year in London) ● Full PhD tuition fees (at the UK rate) ● Related research costs must be included in the project's overall research expenses budget ● Up to £500 per year for travel to other labs and / or for training.
Protective clothing above standard health and safety measures	Costs for project-specific personal protective equipment (PPE) that is above the standard expected for the setting may be requested. This does not include clothing (lab coats, gloves, goggles, protective clothing and shoes) to meet standard health and safety measures.
Publication costs	The Charity encourages grant applicants to include open access costs within their research grant applications. Open Access costs may be covered by any underspend on the grant, following completion of a grant variation form. Please see the charity's Open Access Policy .

Salaries for grant staff on fixed term contracts to work specifically on the research project	<p>Researchers on fixed term contracts to work specifically on the research project. This may include fellows, research assistants, data managers, students (except overseas student fees), technicians and nurses. Salary costs may be used to fund salary (but not the apprentice levy), the employer's national insurance contribution, and an employer's pension contribution which will not be higher than the rate used by the University Superannuation Scheme (USS) or NHS pension scheme.</p> <p>Please see the conditionally allowable costs for guidance on salaries for principal investigators, co-applicants or collaborators named on the funding applications.</p> <p>The charity funds UK based research posts only, however research expenses of up to £10,000 for overseas research work essential to the success of the proposed project can be requested. Detailed justification for this must be provided.</p>
Subject & volunteer expenses	Recruitment, reasonable travel and refreshment costs for subjects and volunteers in population studies.

CONDITIONALLY ALLOWABLE COSTS		
TRANSACTION	ALLOWABLE	NON-ALLOWABLE
Catering / hospitality	May come from grant underspend if for collaborative meetings relating to the grant & not excessive in cost.	If for reasons unrelated to research (for example, staff parties).
Equipment purchase costs	Costs may include purchase and delivery of small items of scientific equipment where that equipment is specific to the grant. Large items of scientific equipment where the majority of the cost is contributed by the host institute. Quotes must be included for Items costing £5,000 or more.	Items of equipment not specific to the grant or non-scientific equipment. Items of equipment of a higher specification (and cost) than is needed for the specific grant. Large items of scientific equipment where the majority of the cost is not contributed by the host institute.
Overseas research costs	Research expenses of up to £10,000 for overseas research work essential to the success of the proposed project can be requested. Detailed justification for this must be provided.	Research posts based overseas.
Postage / courier costs	If posting scientific materials, delivery costs.	General postage costs
Recruitment: post advertising, relocation costs, interviewee expenses	If relating to recruiting study participants on a clinical trial.	If relating to recruitment of posts to a grant.

Salaries for grant staff named on the funding application as principal investigators, co-applicants or collaborators	If their salaries are dependent on grant funding. In these cases the charity would require a letter from the Institute confirming this.	If their salaries are NOT dependent on grant funding.
Software	If specialised software specific to the funded research (for example, specialised bioinformatics software).	Generic office software
Staff travel & subsistence, conferences, meetings	Reasonable costs covered if the purpose of the travel relates to the grant (for example, travel to see study participants, collaborator meetings). Remote conferencing should be considered where possible. Funded Fellowship holders may apply for travel costs specific to those schemes.	First class travel. Meetings organised / hosted by Parkinson's UK where attendee costs are reimbursed directly by the charity (these costs should not be charged to grants). Travel to conferences.
Telephone conference call costs	If in lieu of travel expenses for attending a meeting (NB infrastructure costs remain the responsibility of the host institution).	All other cases
Training specific to scientific equipment used on the grant	If the training is to use scientific equipment required specifically to carry out the proposed research.	If the training is to use non-scientific equipment (for example IT, computing) or equipment that is not specific to the proposed research.

NON-ALLOWABLE COSTS

TRANSACTION	EXAMPLES
Animal costs	Home Office Licences and animal handling training costs are not covered.
Apprentice levy	
Archiving	
Conferences	Travel, subsistence, registration fees
Fees to professional organisations	Journal subscriptions, professional membership
Furniture	Chairs, desks, lab furniture, telephone handsets & conference call hubs
General estate costs	Key cutting, electrical point installations, waste disposal, cleaning services, removal costs, etc
Gifts / Payments	Gift vouchers or payments for study participants
Health & safety	First aid kit, hazard signs
Insufficiently evidenced costs	If there is insufficient breakdown of expenditure with the invoice, it will not be paid.
Insurance	Laptop, travel, etc
Miscellaneous	Paper wipes, laundry, reference books
Mobile phone costs	Handsets, contracts, calls, texts (unless for participants to use as equipment)
Overseas research posts	The charity funds UK based research posts only, however research expenses of up to £10,000 for overseas research work essential to the success of the proposed project can be requested. Detailed justification for this must be provided.
Phone / computer accessories	Drives, cases, chargers, batteries
Printing / photocopying	Rental of copiers
Promotional material	Pens, mugs, calendars, business cards
Regulatory licences / fees	Home Office licences and animal handling training costs
Salary recovery costs	Staff costs of applicants, departmental support staff (secretarial support, librarians, general lab support staff) and other staff currently funded full-time by HEFCE or the employing institution. Exceptionally, a contribution towards the salary of HEFCE-funded departmental technicians may be charged so long as the time spent on the project by the technician can be supported by a verifiable audit trail.
Shared catering	Refreshments, vending machines & maintenance
Standard IT charges	Standard per unit IT costs
Standard telephone & internet costs	Broadband, mobile line rental & calls
Stationary	Paper, pens, toner, office postage

For further information, please contact the Research team on researchapplications@parkinsons.org.uk