

GUIDANCE TO ACCEPTABLE AND UNACCEPTABLE COSTS



INTRODUCTION

The Bone Cancer Research Trust is committed to funding high quality and impact research. We are a member of the [Association of Medical Research Charities \(AMRC\)](#) and therefore, we approach our funding according to their guidelines.

The Bone Cancer Research Trust is keen to understand the full economic cost of the research (fEC) it supports; however, we will only fund the Directly Incurred Costs related to the proposed research.

Examples of direct costs (outlined below) include: salaries, research consumables, equipment (where necessary and agreed), dissemination activities (including travel to collaborator meetings and conferences), patient and public involvement activities.

Institutions receiving funding from BCRT will be eligible for additional support from the [Charity Research Support Fund \(CRSF\)](#). Additionally, as members of AMRC, any clinical research will benefit from having all costs for local trial co-ordination and management, data collection, and regulatory fees paid for by the Department of Health as stated in the [AcoRD agreement](#).

Once funding has been awarded, any changes in budget allocation must be communicated and approved by The Bone Cancer Research Trust.

BCRT COSTS FOR GRANT APPLICATIONS

ACCEPTABLE COSTS	
Type of Cost	Examples
Salaries for grant staff	<p>Researchers on fixed term contracts to work specifically on the funded project. This may include the salary of fellows, research assistants, data managers, technicians, nurses and students – note that the cost of overseas students' fees is not included</p> <p>RSciTech and RSci registration costs for the named person(s) on the grant</p> <p>PhD stipends are funded in accordance to Research Council UK Guidelines</p> <p>Please note that we do not consider applications requesting the cost of academic fees alone, we also do not cover partly completed PhDs</p> <p>Salary costs for Principal Investigators and Co-Investigators are an ineligible cost</p>
Laboratory expenses	Laboratory chemicals and materials (e.g. reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plastic ware and glassware)
Protective clothing	Gloves, lab coats, goggles, protective shoes

Equipment purchase costs	<p>Costs may include purchase, delivery, and installation of scientific equipment if that equipment is specific to the research covered by the grant</p> <p>Equipment costs must be acceptable and proportionate in the context of the total amount funded</p>
Equipment maintenance costs	<p>For equipment that has been purchased on a BCRT grant, where the warranty has expired. Maintenance costs are applicable only for the duration of the award</p>
Equipment access costs	<p>Access fees charged to use equipment that has not been purchased on a BCRT grant</p>
Personal computing costs	<p>Where justified, personal computing costs for named individuals engaged to work specifically on the grant (capped at £1000 per person over the duration of the grant)</p> <p>Please note that standard per unit IT charges are not acceptable</p>
Animal research costs	<p>Animal purchase, transportation, maintenance (including food) and experimentation costs. (Home Office Licences and animal handling training costs are not covered)</p> <p>Please note that BCRT only funds the costs for rodents</p>
Cell line purchase and authentication costs	<p>Costs to support the authentication of cell lines, for example, screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells. We will also cover purchase of cell lines from cell banks such as ATCC</p>
Data sharing costs	<p>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 database publication fees</p>
Publication costs	<p>Page charges, costs of colour printing and reprints are not eligible to be included in application budgets but may be paid from grant underspend</p>
Open access costs (article processing charges or APCs)	<p>Open access costs relating to publications arising from the research funded will be paid.</p> <p>Please note that BCRT Ideas Grants are excluded from these costs</p>
Intellectual Property costs	<p>Direct Costs related to the filing, prosecution and maintenance of the Intellectual Property, as well as Technology Transfer fees will be covered in accordance with BCRT Intellectual Property policy</p>

Patient involvement costs	For patient representatives that are involved with, sitting on steering groups or advisory boards specifically relating to the funded research, reasonable travel and subsistence costs will be reimbursed
Fees for professional or technical services and patient involvement costs	<p>Consultancy costs for a specific piece of work when appropriately justified. This may include paying an individual who is not a co-investigator or ongoing contributor to perform technical services, such as processing samples and data handling</p> <p>When appropriately justified, these costs may be paid to individuals based outside the UK</p> <p>For patient involvement representatives sitting on steering groups or advisory boards specifically relating to the funded research, reasonable travel and subsistence costs will be reimbursed</p>
Fees for patient sample collection	<p>Appropriate and justified fees and costs associated with patient sample collection, processing and shipping will be paid</p> <p>Incentives to patients are not included</p>

ACCEPTABLE COSTS

Transaction Examples		Acceptability	
		Acceptable	Unacceptable
Recruitment	Post advertising, relocation costs and interview expenses	If relating to recruiting patients/participants on a clinical trial or other study involving human participants	If relating to recruitment of posts to a grant
Travel & Subsistence, Conferences, Meetings Catering / Hospitality	Providing catering for meetings	Travel, subsistence and conference costs are eligible costs on grant applications if the work presented has been funded by BCRT and BCRT is acknowledged	First class travel is not included
Training		May be eligible in exceptional circumstances for research meetings	Not available for other events
Postage / Courier costs		If related to the scientific aspect of the award e.g. scientific equipment	If non science specific or general to HR e.g. IT skills, personal development etc

Software in excess of normal computer packages		If posting scientific materials (including, if relevant, research survey responses), delivery costs If specialised software is specific to the funded research (e.g. specialised bioinformatics software)	General postage costs Generic office software
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UNACCEPTABLE COSTS

Type of Cost	Examples
Personnel costs	Laboratory bench fees will not be paid The apprenticeship Levy will not be paid
General estate costs	Rental of buildings or laboratories, key cutting, electrical point installations, waste disposal, cleaning services, removal costs etc
Furniture	Chairs, desks, lab furniture, telephone handsets and conference call hubs
Health and Safety	First aid kit, hazard signs
Utilities costs	Electricity, gas, water costs
Standard telephone and internet costs	Broadband, mobile line rental and calls
Standard IT charges	Standard per unit IT costs
Phone / computer accessories	Drives, cases, chargers, batteries
Fees to professional organisations	Journal subscriptions, professional membership other than those described in acceptable costs
Miscellaneous	Laundry, reference books
Departmental support staff	Secretarial support, librarians, IT support staff
Central HR Costs and taxes	Eye tests, CRB checks, redundancy, apprenticeship levies, childcare voucher fees, maternity or sick pay
Shared catering	Coffee, milk, water, vending machines and maintenance
Printing / Photocopying	Rental of machines
Insurance	Laptop, travel etc
Gifts	Gift vouchers for trial participants
Insufficiently evidenced costs	No copy of invoice or receipt available

CONTACT US

If you have any queries regarding the eligibility and or acceptable costing of your application, please contact the Research Team at The Bone Cancer Research Trust via:

Email: research@bcrt.org.uk

