

# Costing and pricing guide for Research & Knowledge Exchange activity

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## Background

This guide is intended to constitute pragmatic advice in shaping costs for research and knowledge exchange proposals. A careful balance must be struck between maximising the potential income available and fulfilling the requirements of the funder to create a sustainable project. The Research Development and Support (RDS) Funding Development Officers (FDO) will help all applicants navigate the costing process by providing guidance on the types of items commonly added to costs by funder theme. A separate guide on “Maximising Income” is available to help with designing and managing projects with a focus on building research capacity.

## How to use this guide

The guide provides some outline details on terminologies and concepts used in designing research projects at a UK university. Frequently occurring costs are listed as reminders of items that each Principal Investigator (PI) would be likely to require against type of Research and Knowledge Exchange (RKE) activity. Examples of sample costs and the expected financial return (target rates) are set out in the appendices against each activity type.

## 1. RKE Funding concepts

### 1.2 A brief introduction to Full Economic Costs (fEC)

Under the direction of Research England, all Higher Education Institutions in the UK are required to cost research projects using the Full Economic Cost (fEC) model. Separate guides on [maximising income](#), a detailed explanation of [fEC](#) can be found on the BU staff intranet<sup>1</sup>. As part of fEC and a Transparent Approach to Costs (TRAC), universities are expected to apply rates to allow research to be sustainable. fEC is comprised of three components:

- Directly Allocated (DA) costs
- Directly Incurred (DI) costs
- Estates and Indirect costs

### 1.3 Directly Allocated costs

DA<sup>2</sup> costs are those that are already met by the University. Examples of such costs would be Principal Investigator (PI) and Co-Investigator (Co-I) time. These are individuals who already have an existing employment contract with the University and thus the University would fund this cost regardless of whether a research project was to happen.

<sup>1</sup> <https://staffintranet.bournemouth.ac.uk/>

<sup>2</sup> Estates costs are also DA costs but are discussed separately as many funders configure these as an element of ‘indirect’ costs. Some funders will not cover DA costs, and other only a percentage (e.g. 80% for UKRI).

## 1.4 Directly Incurred costs

DI costs refer to new costs that are specific to the research project. These costs would not otherwise exist if the project to which they relate did not go ahead. Examples of DI costs include new staff employed specifically for the project (Research Assistants, for example) and non-staff costs such as consumables, equipment and travel. It is almost always expected that the project team will keep an audit trail for DI costs, as these will be paid for or reimbursed by the funder at 'cash value'. Such proof of spend might include staff time sheets or receipts. BU expects that DI costs should be fully covered by grant income.

## 1.5 Estates and Indirect costs

Estates and Indirect costs (sometimes referred to as 'overheads') are incurred by the University regardless of whether or not a research project goes ahead. Recovery of these where possible is crucial to the financial well-being of the University as these do represent a real cost to research. The Estates and Indirect costs charged to a project are directly proportional to the percentage of effort of all academic personnel involved, regardless of their grade. Indirect costs include core essential resources such as IT Services, HR, Finance, Library and RDS. Estates include heating, lighting and buildings maintenance.

### 'Estates and Indirect' Example

An investigator committing 10% FTE (Full Time Equivalence) to a project would incur Estates and Indirect charges associated with that 10% of their time.

## 1.6 Cost vs Income

It is important to understand the difference between cost and income, which in almost all cases for research, will not be the same. fEC is the overall cost of a research project to the University. The income is what the funder will pay towards it. In most cases, income will not cover the fEC of a project; rather a contribution will be made towards it. The University must consider whether the financial contribution from the funder is sufficient to enable the University to absorb the remaining cost. Cost is just one of several factors the University considers when weighing up whether to support a research proposal. However, the University expects as a minimum that the grant income must fully cover all DI costs. In principle, all RKE projects should cover the Directly Incurred cost, regardless of funder<sup>3</sup>. The faculty approver will review the costs, income and RKE benefits when deciding whether a project should proceed to submission.

## 1.7 Indexation

- Unless the rules explicitly exclude indexation (inflationary costs), RDS will always add it to your project when costed. This is so financial approvers can consider the long-term implications.
- You will be provided with the indexed figures to include in your application.
- This means that the full cost of the project will be higher than you anticipated, and so you will need to account for this when planning your costs, particularly if you are working to a tight budget.

## 1.8 Exchange rates

If the grant is to be paid in any currency other than GBP, BU sets its own exchange rate, which is reviewed monthly. This is important as it limits risks. The high and low from the previous month is used as a volatility factor to determine an appropriate rate for the following month. Therefore, it is unlikely the rate BU is using will mirror the true exchange rate at any one time. Please consider this when planning your budget in any currency other than GBP, so that you can account for the difference in value. If you provide the figures in GBP, your FDO will tell you what exchange rate is being used and provide you with the figures in the relevant currency as well as GBP. If you are working with a maximum budget in Euros, for example and you provide the FDO with figures in GBP, you may find that once costed at BU's rate, the total cost in Euros is higher than you anticipated. You would then need to reduce your costs accordingly. Equally, if you provide your FDO with the figures in the relevant currency, your FDO will also cost the project in GBP.

### Exchange Rate Example

BU works on forecasted exchange rates for reasons of continuity. If a required piece of equipment costs £10,000 this should be indicated rather than converting the cost yourself into the currency of the application. If converted to Euros by yourself at a true exchange rate, for example, if £1:€1.12, and you advised your FDO that the equipment was €11,200 instead of £10,000, your FDO would then convert this €11,200 into GBP at BU's rate. If BU's rate was say £1:€1.14, then the piece of equipment would be costed into the project at £9,825, meaning that you might have insufficient funds for purchase.

## 2. Costs: getting the most from your budget

Applicants should request all permissible costs required for their research project, under the funder's terms and conditions. From a funder's view, it is essential that costs on applications are fully justified. Applicants should explain the requirement for each cost item, as it is important that the reviewers fully understand why they are needed. If a reviewer does not understand the

<sup>3</sup> Please see expected threshold rates in policy document section on the BU staff intranet (<https://staffintranet.bournemouth.ac.uk/>)

requirement of a cost item, the funder might be reluctant to pay for it. For example, if a project needed travel for multiple fieldwork trips and a conference and trips had been lumped together, the funder might decide they do not want to fund the conference. If it is not clear how much of that lump sum was allocated to the conference, the entire travel budget could be rejected. Itemising of budgeted costs should be used wherever possible.

Anything that would be provided by a University (for example a standard desk/computer for a new researcher), would be expected to be paid for by University funds. You cannot request items provided as part of 'normal business' of the University. There are some exceptions to this, such as studentships. Where a funder does not cover the fees of a studentship, we would be looking to charge the cost of IT and desk requirements to the project wherever possible.

A sample cost guide is available in [Appendix 1](#), to help you with estimating prices for some of the most common cost items. Below are some key points to consider when applying for research and knowledge exchange funding. Please note, that all procurement needs to follow [BU's Procurement procedures](#) which will also have an impact on the time it takes purchase items.

### 2.1 Pre-award costs

- Funders will not compensate applicants for expenses that have been incurred prior to the acceptance of an award.
- This includes reimbursement for meetings held as part of the writing of the application.<sup>i</sup>

### 2.2 Expenditure timing

Applicants will need to consider when during the project lifecycle expenditures will be incurred. Applicants should think about how the timing can impact the project. If there is any overspend early in the project, will this impact on the delivery at the end of the project? Financial approvers who review the overall research expenditure at BU, may choose not to support a project if the cash-flow is not well-timed. Non-staff expenditure is likely to increase over the term of a multi-year project due to inflation. Consequently, plan to make non-staff purchases at the project outset, particularly where equipment is involved, as you will only be awarded the amount of funding you have asked for in your application.

### 2.3 Project dates

- Be realistic with your project dates; you may not learn the outcome of your application for many months (e.g. the research councils average over six months before a decision is made), so you should factor this into your timeline.
- After notification of a successful award, contracts will be organised and reviewed by the RDS Project Delivery Team and BU's Legal Services. As there are considerations to be made regarding funding terms or formal partnership arrangements, this process can take up to three months. Please allow for this in your planning and ensure that all parties know that work cannot commence until the legal review and project set up is concluded.
- You should choose start and end dates that will be sufficient for you to accomplish the work described in the application. Eligible costs should be incurred between these dates. Some funders do not allow project dates to be amended. Not completing the project by the end date specified in the application may mean that not all of the project costs can be recovered. The funder could have rights to ask for all monies back if a project is not completed by the expected end date. Recruitment timelines should be taken into account as part of project dates.

### 2.4 Investigators and personnel effort

- When choosing who should be involved in your project, think carefully about what skills will be needed to deliver the project and how best to utilise the expertise of individuals. As all costs need to be justified to a funder, only add the expertise you require.
- Once you have picked the best team, ensure the time commitment of each person is sufficient for the task they have been assigned. Do not underestimate how much time you, your Co-Is and DI staff need to commit to a project. Too much time, and the proposal will not offer value for money to the funder. Resource may be better when committed to a PDRA as it will help grow capacity at BU.
- Your faculty will take into account any time spent on the project that takes you away from your day-to-day duties and whether they can source/fund adequate cover for you (often a funder will not cover the cost of replacement teaching and so faculties have to budget for this if required).

### 2.5 New Staff

- **Timing.** Recruitment of new staff to a research project can take at least three months, taking into consideration advertising the post, interviewing candidates and any subsequent notice period the applicant might be required to give their current employer. Consider this when choosing your start date to ensure you give yourself adequate time to recruit the right people.
- **Advertising.** Where allowed, the cost of advertising for new staff posts should be included in funding requests.
- **Redundancy.** Where allowed and if appropriate, redundancy costs for DI staff should be included in funding requests.
- **PGRs.** If your project will have a Post-Graduate Research (PGR) student, include the maximum stipend and/or fees rate allowed by the funder.
- **Research staff.** If your project requires the support of new academic DI staff:

Post-graduate Research Assistants (PGRA) are costed at the default Grade 4 Academic, lowest spine [point](#);  
Post-Doctoral Research Assistants (PDRA) are costed at the default Grade 6 Academic, lowest spine [point](#).

- **DA Staff.** If your project requires the assistance of an individual currently employed by BU but on a temporary DI basis (this would not be somebody who is in an established DA post, but could be somebody who is for example, employed fixed term for another research project, or somebody on a PTHP contract), they will need to be costed at their existing scales. Additionally, any new fixed contracts must not conflict with any other contracted responsibilities.

Ensure that what has been costed is reflected in the application and that the level is commensurate with skills required for the job. For example, would the work be best done by a PDRA (Grade 6), or should the work be undertaken by a PGRA (Grade 4)? For example, will they be independently publishing work (Grade 6 responsibility) or will they only be helping more senior academics with their own work (Grade 4 responsibility). The work, and budget, should be appropriate for the tasks undertaken.

Value for money does not always mean cheaper; you will get the most value from appointing an individual with the skills most suited to the role. Pay close attention to the funding rules. Some funders - including Research Councils - will not always support pre-doctoral RAs.

- **Non-academic staff.** If the work is not academic in nature, you should look to appoint an administrator, technician, centre/project manager etc.. If, for example, a systemic review is to be an outcome of the proposal, include the time of professional support staff such as a subject librarian.
- **Project/financial management.** If your project will require complex financial management over an extended period (this is essential for Interreg projects), you should include resource to manage the finance of your project (e.g. a Project Delivery Officer proportionate to the time required, such as 0.2 FTE).
- **Staff development.** Please bear in mind that some funders will allow costs for training members of the research team in skills such as public engagement, marketing communication, learning new software and anything else that can be directly relevant to the research. This may be beneficial to the long-term growth in research capacity at BU and contribute to BU's commitment to the research concordat.

## 2.6 IT

- Where allowed, non-standard hardware, software, computing peripherals, server costs, licences, and specialist webhosting/subscription costs should be requested from external funders. Always include VAT for IT hardware and software.
- Seek advice and agreement from IT Services on proposed purchases to ensure that items are appropriate and permitted by BU.
- IT Services will be able to give you advice about how much to budget for individual items through a central e-mail address ([BRMsupport@bournemouth.ac.uk](mailto:BRMsupport@bournemouth.ac.uk)). Do not budget them yourself as purchasing agreements are in place as part of BU's obligations as a Contracting Authority under EU law.

## 2.7 Travel

- Check if the funder has set rates for travel and subsistence. These may not cover the actual costs.
- Account for every stage of your trip. For example, if flights are budgeted, include airport transfers.
- Include local daily travel during your trip.
- Include all travel for data collection.
- Include costs associated with accommodation/subsistence on the days you are travelling.
- Include costs of visas and separate airport taxes or travel tolls.
- Include specialist insurance for areas outside of current policy (e.g. high risk areas, pandemics, political volatility etc.).
- Include costs for vaccinations.
- Include costs for luggage/equipment transport costs

## 2.8 Data Collection

Fieldwork related to data collection will have costs beyond staff time. Some sites may require a user access fee (e.g. taxes related to the maintenance of a site) or require specialist small equipment to overcome site conditions (e.g. wading boots or scuba tanks). Some of these costs will occur prior to work starting (e.g. printing of surveys used for market research) while others may occur after the collection itself (reimbursing participants for time/processing data after the event). It might be more cost efficient to pay for external services in relation to data collection. Some services will charge per interview or per transcription minute. Please consider the most efficient options when presenting costs to the funder.

Include costs for all aspects of data collection, which can include:

- Interview costs (e.g. transport or participant incentives)
- Fieldwork (access) fees/bench fees
- Postage costs for surveys
- Printing
- Transcription

- Translation
- Data recording software/consumables (e.g. web portals for collection)
- Subcontracting (e.g. Patient Public Involvement specialists)

## 2.9 Data Management

Any data produced in the course of research will have a cost attached to maintaining the integrity of the artefact during the life of the project and beyond. Some costs will be for the storage (e.g. funder rules on secure holding of data) and other for migration to future systems. The intended project use and the potential future use of data should be considered at the outset before any data is gathered. You should seek advice of your Faculty Librarian, about your data storage needs and your data management plan during the development of your research proposal.

Below are some common considerations:

- Costs of maintaining significant data – potentially in perpetuity
- Costs associated with anonymising data for long-term storage
- Contributions to data management systems (external fees, upkeep, staffing)

## 2.10 Meetings/Conferences

Conferences and meetings are focused gatherings of people that require many logistical elements over a finite space of time. Most conferences will lose money. There are vast differences between attending a conference/meeting and organising one. The costs associated with organising and running such events can sometimes be overlooked. Below are some common considerations:

- How many days/hours will the event be?
- What catering will be required? Refreshments and lunch, or perhaps a conference dinner?
- Will room hire be required? If so, is there a charge for the room, or is it a per head cost?
- Will temporary administration support be required? If the organiser intends to provide this support, will they still have the freedom to participate in the event itself?
- Will there be costs associated with attendees/speakers?
- Will equipment hire be required?
- Will there be costs associated with advertising, such as event website design/maintenance?
- Will consumables (e.g. leaflets) be required? If you are planning on organising and running an event, you should contact BU events early in the bid development process, to establish room availability and organisation.

## 2.11 Impact

Impact can be achieved in multiple layers across local, national, international and discipline barriers. A common misconception is that impact is producing publications, disseminating information or sharing information via a conference paper or meeting. These can contribute to academic impact. Wider societal impacts should have a beneficial influence or change outside of academia. To accomplish this, an impact plan should be configured to demonstrate how the research being undertaken will improve public policies, society, technology, professional practice, or benefit the health/economy/environment at a demonstrable level.

Budget elements that can enable research impact include:

- Costs for producing an independent evaluation of the research (e.g. economic health studies)
- Technology transfer costs
- IP exploitation costs
- Public engagement costs (the production of lay materials, social media, websites, press releases, media production/training, festival stall fees etc.)
- Policy stakeholder engagement costs (e.g. policy fellowships, workshops/briefings to organisations, such as the AHSN)
- Travel costs related to external event dissemination
- DI costs for an Impact Officer to support impact

## 2.12 Equipment

Some funders will not cover equipment or may only cover a percentage of costs. Each funder works differently. For example, UKRI normally funds research at 80% fEC, but items of equipment are funded at 50% and BU must meet the other 50% of the cost. Almost all equipment will incur VAT (which some funders do not cover). If you need equipment, there are several factors to consider:

- Does BU already own or have access to equipment? If so, you could utilise existing equipment rather than purchasing it.
- If BU doesn't have access to the equipment, would it be cheaper to hire it?
- Do you have people with the necessary expertise to operate specialised equipment or would you need to train somebody to use it? Would an expert need to be recruited to use it? Would this be an eligible cost?

- Will there be on-going operational or maintenance costs that need to be included within the project?
- Will there be additional costs to the procurement such as membership fees to access certain rates or import taxes for those items from outside the UK?

When you have addressed these points, the BU Estates Team (the RDS can advise on the current contact) should be consulted on installation or space requirements and related costs so that this can be integrated into a research application. If there is no available space within Estates future plans, the equipment cannot be included within the application.

### 2.13 Consumables

Before including any consumables, you will need to check that they are an eligible cost for that funder. Whilst most research projects will require consumables, not all funders will pay for them.

Commonly overlooked items include:

- Questionnaires/printing
- Laboratory glassware
- Chemicals (reagents, gases)
- Sundries (e.g. glassware filters, pipettes, disposable electrodes etc.).

### 2.14 Auditing

Projects funded by the European Commission, Innovate UK and others are subject to regular financial scrutiny by an external auditor. You will need to budget for this. If BU is not the lead and the lead does not mention audit costs, you should still include these and advise the lead you have done so.

## 3. Knowledge Exchange: Consultancy considerations

Some Knowledge Exchange activities have considerations beyond the costing of research materials. For example, there may be a requirement for frequent meetings to ensure projects run to commercial timescales. This can require more time, more travel and subcontracting due to tight timelines. For this reason, some pragmatic advice on designing and producing costs for these types of projects is outlined below.

### 3.2 External support on RKE projects

Consider the expertise/knowledge you can access internally before budgeting external support. For example, you may be thinking of bringing a consultant on board to undertake a specific task, but is it necessary? If your budget is limited, a consultant may not be appropriate, as it could consume a large part of your income, meaning you will have to make cuts elsewhere. If you must source external expertise (be it for financial reasons or a stipulation by the funder) ensure you obtain formal quotes so that costs are accurate. All quotes should state clearly whether or not it includes VAT and budgeted for accordingly. This is a more frequent consideration with consultancy projects where academic timelines and priorities do not always align with client commercial need (e.g. conflicts with teaching schedules).

### 3.3 VAT on services

BU will always include the VAT on the project (if VAT is applicable), unless it is out of scope.

- For commercial work, you should be aiming for a return rate as listed against the Activity Type (in [Appendix 2](#)), plus VAT if the client is in the UK where research work can be classified as supplying services.
- Rules on claiming VAT may be different if the client is based overseas and you should ascertain whether VAT will apply before providing any client with a quote.
- Additional charges to clients will occur when corporation tax is payable for classes of work outside of the remit of the University.
- Who owns the IP rights will have an impact on the above. Please talk with your FDO before giving quotes or estimates of any undertaking.

### 3.4 Quotes and estimates for commercial work

You should be clear with any client that discussions around price are estimates that may be subject to change until confirmed with a relevant BU Financial Approver (commensurate with the levels set in BU's [financial regulations](#)). Prices are not to be sent as 'quotes' but rather as estimates, to be confirmed. If work is to be undertaken under the client's terms and conditions, Legal Services will want to review these if BU is expected to commit at the pre-award stage. Legal review normally takes a week to complete so it is important to factor this into your timeline. Please ensure that you include a level of preparation time and contract coordinating in any quotation. This will help contribute to recover costs associated with the 'opportunity' cost in preparing and liaising with corporate clients.

## Appendix 1: Sample costs for external funding application

*This document provides a broad guide on estimated costs to assist you with completing your Intention to Bid (ITB) form. You will still need to submit your ITB form to your Funding Development Officer (FDO), who will prepare actual costings and for processing through internal approvals.*

### 1. Staff 2020/2021 rates<sup>4</sup>

- a. Pre-doc Research Assistant: £30,192<sup>5</sup>/year (or £16.02/hour on PTHP contract<sup>6</sup>).
- b. Post-doc Research Assistant: £42,070<sup>7</sup>/year (or £22.73/hour on PTHP contract).
- c. Project Administrator: £28,488<sup>8</sup>/year (or £16.02/hour on PTHP contract).
- d. PhD Studentship<sup>9</sup>: Stipends of £15,285 per year, fees of £4,200 per year and running expenses of £1,000 per year.

### 2. Transportation

- a. UK Rail: Bournemouth-London return day ticket and Tube travel = £126, add transfers from home to Bournemouth rail station: £20.
- b. Flights: Use Expedia and refer to median airfare, add £15-£25 for transfers to/from Bournemouth airport.
- c. Mileage & Car Hire: 45p per mile on journeys up to 10,000miles per financial year.  
Car hire: £25 per day plus petrol cost of £1.33/litre and 7 miles/litre.

### 3. Accommodation & Subsistence

a. Breakfast: £5.00	b. Lunch: £5.00
c. Dinner: £10.00 (£15.00 for late evening meal)	d. Bed & breakfast (regions): £110
e. Bed & breakfast (inner London): £140	

### 4. Conferences

- a. UK Conferences – to host at BU (per day):
  - i. 50 people - £1,555 comprised of:
    - Flyers: £50
    - Advertising: £1,000
    - Coffee: £100
    - Conference brochures: £100
    - Catering Lunch: £250
    - Water: £55
  - ii. 100 people - £2,035 comprised of:
    - Flyers: £75
    - Advertising: £1,000
    - Coffee: £200
    - Conference brochures: £150
    - Catering Lunch: £500
    - Water/Juice: £110
- b. UK Conferences – to attend: sum of registration fee, return rail/flight/mileage, X nights accommodation, subsistence + 5% (for extraneous *e.g.* transfers)
- c. International Conferences: to attend – these are very broad figures for quick quotes, but aim to break down into above items at 4(b) and also consider visas and local transportation:
  - i. Location in the EU: £2,000
  - ii. Location out of the EU internationally: £3,000

### 5. Transcription costs

Estimate: £1/audio minute

### 6. Impact:

Web hosting: £150/month average

Web design: £4000 (very broad figure, dependent on your specifications)

Student ambassadors for event support at BU: £10.20 per hour.

### 7. Outputs: Open Access APC (article processing charge): Suggested rate £2150 (plus VAT).

<sup>4</sup> These figures only include inflation for 2019/2020 and do not include estates/indirect costs. These elements will be calculated in the actual costings to be prepared with your FDO.

<sup>5</sup> Grade 4 Academic lowest-spine (15) as default starting point.

<sup>6</sup> Part-time hourly paid, for small periods of work. This rate is not to be used if RAs are to be employed on a fixed-term basis.

<sup>7</sup> Grade 6 Academic lowest-spine (26) as default starting point.

<sup>8</sup> Grade 3 Admin lowest-spine (11) as default starting point.

<sup>9</sup> Figures for Studentship do not yet include inflation – the actual costing to be prepared by your FDO will include inflation.

## Appendix 2: BU fEC target rates on RKE projects

### Designing projects to BU fEC target rates

Table 1 (below) shows the current fEC % target rates as approved by the BU Research and Performance Management Committee (RPMC). These rates have been set from a review of the past three years projects at BU, as well as those at other HEIs, and consideration of the funding models offered by funders. The rules for each funder type have been set based around risk and benefit. For example, those Activity Types starting with 14\*\* relate to commercial activities where BU is less likely to have a research output or IP rights but may still have some impact. Consequently, these are at higher targets as the RKE benefits are not as high. Where there is a risk of not getting monies for any work (e.g. from small companies abroad) pre-financing will form the norm. PIs should work with their FDO to design their projects around these targets. For example, appropriate amounts of staff time balanced against DI costs can produce a BA Small grant at the target rate of 40%. The best way to do this is to look at the available funds, look at what you want to accomplish and then work backward to match resources against available income.

Table 1. BU fEC% target rates for RKE projects

Activity Type	Target fEC% and rules
1310 - Research Councils (inc Royal Society & British Academy)	80% Unindexed for UKRI
1320 - Charities (Open Comp + External Peer Review)	50%. must cover DI costs plus maximum overhead allowed within charity terms.
1325 - Charities (Non Comp and Internal Review)	60%. must cover DI costs plus maximum overhead allowed within charity terms
1330 - UK Government Department	80%. All DI costs covered.
1340 - UK Industry	100%. DI outlay pre-financed <sup>10</sup> .
1350 - EU Government Bodies	60%. All DI costs covered.
1355 (tbc) - Interreg/ERDF	50%. All DI costs covered.
1360 - EU Other Research (Excluding EC)	60%. All DI costs covered.
1370 - Other Overseas	70%. All DI costs covered. DI outlay pre-financed.
1380 - Income from other HEIs and Other Sources	80%. All DI costs covered. DI outlay pre-financed.
1230 - Short Courses (non credit bearing courses)	110%
1420 - UK Government Departments	100%. All DI costs covered. Maximum overhead rates allowed by funder to be used.
1425 - UK Industry	120% fEC. DI outlay pre-financed.
1430 - EU Government Bodies	110%. All DI costs covered.
1445 - Other Overseas	130%. DI outlay pre-financed.
1451 - Educational Conferences (X VAT)	100%. Modelled to cover DI outlay or cancelled.
1452 - Non-educational Conferences (S VAT)	110%. DI outlay pre-financed <sup>11</sup> .
1455 - UK Other	120%. DI outlay pre-financed
1335 - UK Government KTP	80% fEC. All DI costs to be covered.
British Academy	40%. All DI Costs covered.
Leverhulme Trust	40%. All DI Costs allowed covered. Source of money to cover DI shortfall identified.
Royal Society	30%. All DI Costs covered.
Wellcome Trust	50%. All DI Costs allowed covered.

<sup>i</sup> There are a few exceptions to this, do not presume that pre-award costs will be reimbursed.

<sup>10</sup> Pre-financed refers to items payment will either be in advance or agreed to be covered directly by the client (e.g. sub-contractors).

<sup>11</sup> In the case of some conferences, this commitment may have to come from Faculty funds so these costs should be transparent to the APF approver.