**SAMPLE COSTS WHEN PREPARING AN APPLICATION FOR EXTERNAL FUNDING**

***The purpose of this document is to provide 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. **Research Assistant & Studentship at 2017/2018 rates[[1]](#footnote-1)**
2. Pre-doc: Grade 4 mid-spine (18) - £26,689 p.a. approx. or £13.22/hour on PTHP contract for less than 20 hours work.
3. Post-doc: Grade 6 mid-spine (29) - £40,804 p.a. approx. or £18.26/hour on PTHP contract for less than 20 hours work.
4. PhD Studentship[[2]](#footnote-2): Stipends of £14,000 per year, fees of £4,200 per year and running expenses of £1,000 per year.
5. **Transportation**
6. UK Rail: Bournemouth-London return day ticket and Tube travel = £120, add transfers from home to Bournemouth rail station: £20.
7. Flights: return flights from London to anywhere in Europe plus transfers = £750 per person. Consider visa fees, if applicable.
8. Mileage & Car Hire: 45p per mile on journeys up to 100miles.
Car hire: £25 per day plus petrol cost of £1.33/litre and 7 miles/litre.
9. **Accommodation & Subsistence**

|  |  |
| --- | --- |
| 1. Breakfast: £7.50
 | 1. Lunch: £7.50
 |
| 1. Dinner: £22.50
 | 1. Bed & breakfast (regions): £110
 |
| 1. Bed & breakfast (inner London): £140
 |  |

1. **Conferences**
2. UK Conferences – to host at BU:
3. 50 people - £1,510 comprised of:

|  |  |
| --- | --- |
| * Flyers: £50
 | * Conference brochures: £100
 |
| * Advertising: £1,000
 | * Catering: £250
 |
| * Coffee: £100
 | * Water/Juice: £10
 |

1. 100 people - £1,945 comprised of:

|  |  |
| --- | --- |
| * Flyers: £75
 | * Conference brochures: £150
 |
| * Advertising: £1,000
 | * Catering: £500
 |
| * Coffee: £200
 | * Water/Juice: £20
 |

1. UK Conferences – to attend: sum of registration fee, return rail/flight/mileage, x nights accommodation, subsistence + 5% (for extraneous eg. transfers)
2. International Conferences (very broadly):
3. To attend in the EU: £2,000
4. To attend internationally: £3,000
5. **Transcription costs:** Estimate: £1/audio minute
6. **Impact - BU Festival of Learning costs:** Estimate: £500 per year per PI
7. **Student Ambassador cost for events**: £8.88 per hour
8. **Recruitment costs:** Estimate: £300 max per candidate
1. Please note these figures do not include Estate and Indirect costs. [↑](#footnote-ref-1)
2. Figures for Studentship do not yet include inflation – the actual costing to be prepared by your FDO will include inflation. [↑](#footnote-ref-2)