

Cost guidance for Children with Cancer UK 2022 Research Grant

Funding provided by Children with Cancer UK will support Directly Incurred Costs which may include: salaries, research consumables, equipment (where absolutely necessary and agreed before commencement of award), dissemination activities (including travel to collaborator meetings and conferences), publication costs etc.

Research supported by Children with Cancer UK must comply with the Department of Health's guidance on ["Attributing the costs of health and social care research and development \(AcoRD\)"](#). Children with Cancer UK will only contribute to 'Research Costs' associated with the grant and will not support NHS Support Costs or Treatment Costs.

The grant should not be subject to Value Added Tax (VAT); however, should it be, then any funds requested will be treated as inclusive of any VAT. Once funding has been awarded, any changes in budget allocations must be approved in advance and in writing by Children with Cancer UK. Any remaining unspent funds at the end of the grant cannot be made available for other purposes.

Transactions	Details
Animal costs	- If the project is to involve the use of animals, then you may include a reasonable allocation for the purchasing and maintenance of the animals. In your application you must clearly justify why an animal model is necessary (and why other approaches are not possible), as well as the number and species of animal to be used. You must also demonstrate how the project plan has been refined to adhere to the 3Rs by using the minimum number of animals possible and causing the least suffering (please refer to www.nc3rs.org.uk for further details). - Animal costs may include animal purchase and transportation costs, maintenance (including food), Home Office Project Licences and experimentation costs. (Animal handling training costs and facility licence costs are not covered).
Conference and meeting attendance (£1,000 per annum)	- Costs to cover economy travel, subsistence, and registration fees to present research at or attend scientific meetings relevant to the grant. - Poster costs: Covers costs of producing, displaying and presenting posters at conferences. - Telephone conference call costs: If in lieu of travel expenses for attending a conference or meeting.
Consumables	A full breakdown of consumables must be included within the application and fully justified. Laboratory expenses Including laboratory chemicals and materials (for example, reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, project-specific personal protective equipment

	(PPE) that is above the standard expected for the setting, plasticware and glassware) as well as any associated charges for shipping, delivery, and freight.
Equipment	Any equipment awarded is donated to the Research Institution and is provided solely for the benefit of the research grant. All equipment will remain the property of Children with Cancer UK and should not be used for other projects without written permission from Children with Cancer UK. The Research Institution must ensure that any equipment purchased through the grant is appropriately insured and maintained throughout the lifetime of the grant. However, please note that such costs should not be met through the grant but borne by the host institution. Computing hardware - Where essential laptops can be purchased for named individuals engaged to work specifically on the grant where justification is provided (capped at £1,500 per computer). Software - Costs of specialised software specific to the proposed research, including software licences and other recurring computing costs linked to the project. Technical equipment - Items of equipment essential to the research project. Quotes must be included for items costing £10,000. Costs may include purchase, delivery, and installation of scientific equipment where that equipment is specific to the grant. Children with Cancer will not pay for VAT, maintenance, service costs related to the purchase of the equipment (except for large items were included as part of the purchase quote)
Publication costs	- Open access costs (article processing charges or APCs) - Page charges and costs of colour printing
Staff salary	Covers salary costs for staff who are working full or part-time on fixed term contracts who are specifically employed for the purpose of the grant: This may include: - Research Assistants - Research Associates - Post-doctoral research fellows - Data managers - Bioinformaticians - Technicians - Research Nurses Costs may include:

	• basic salary (on the appropriate national pay scale). Salaries should allow for normal increments during the term of the grant. • employer's contributions, including National Insurance and pension scheme costs. Pension contributions should be no higher than the rate used by the University Superannuation Scheme (USS) or NHS pension scheme • locally recognised allowances e.g. London Allowance Salary costs for Principal Investigators are generally ineligible and will only be considered in exceptional circumstances. Posts of less than 0.2 FTE may be challenged/removed. Salaries should be calculated from the start date of the project based on national pay scales or recognised local pay models. When submitting your application, please include the salary basic rate (with grade and spine point), NI, superannuation and London Allowance (if applicable). The number and seniority of any staff to be employed on the project must be carefully considered and clearly justified within the application. Salary costs that appear to be excessive will be queried and may be reduced, and any costs considered inappropriate will be removed. Children with Cancer UK will not pay funds related to the UK apprenticeship levy.
Training	Costs related to training on specific skills relevant to the research project, for example techniques required specifically to carry out the proposed research.
Travel	Covers costs for lead applicants, staff employed on the grant or others contributing to the research to attend research meetings, visit collaborators and facilities, collect samples and undertake field work. Advance economy fares should always be purchased to minimise costs. Remote conferencing should be used whenever possible to minimise costs and carbon output.
Other research costs	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 fees. Facility access charges • Covers use of research facilities at the host organisation if they're essential to the project. Patient engagement and involvement costs • Recruitment (excluding participation fees), reasonable travel and refreshment costs for volunteers. Costs can also include materials,

	including printing and publishing and venue hire costs where focus groups or advisory meetings are to be held. Postage / Courier costs • If posting scientific materials (including, if relevant, research survey responses), delivery costs
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Disallowed costs

Children with Cancer UK funding will not cover the entire full economic costs (fEC) including Directly Allocated Costs (resources used by the project that are also shared with others, such as estate costs), or Indirect Costs or any other non-attributable overhead costs in the budget. Such costs may be eligible under the Charity Research Support Fund.

Transaction	Details
Central HR staff and taxes	Recruitment costs including advertising, interviewees travel expenses, CRB checks and apprenticeship levy
Computer accessories	Including drives, cases, chargers, batteries
Departmental support staff	Secretarial support, librarians, general lab support staff
Fees to professional organisations	Journal subscriptions, professional membership
Furniture	Chairs, desks, lab furniture, telephone handsets and conference call hubs
General estates costs	Including building and premises maintenance like cleaning, waste and other disposal costs, key cutting, wall brackets, installation of electrical points.
Health and safety	Radiation protection costs, first aid kits and signage
Insurance	Including travel, I.T equipment

Printing / Photocopying	Including printers, printer toner and cartridges and photocopying charges.
Salary recovery costs	Staff costs for lead applicants, co-investigators, departmental administrative staff, and other staff who are funded full-time by the employing organisation.
Share catering costs	Including coffee machines, kettles and vending machines, coffee tins, teabags, milk and water, kitchen rolls and washing up liquid.
Standard telephone and internet costs	Including broadband, mobile line rental and calls
Stationery and other miscellaneous office expenses	Including diaries, notepads and files, pens and post-it notes etc.
Utilities costs	Including electricity, gas, water