



Costs you can claim, may be able to claim, and costs you cannot claim on a Carbon Community research grant

1. Costs you can claim

Staff salary costs

Covers staff working full or part-time on your project, including:

- fellows
- research assistants
- technicians
- fieldworkers.

Service charges

Covers charges from an external supplier to deliver a piece of work (for example, soil sampling, large-scale data storage or providing expert consultancy advice).

Recruitment costs

Includes:

- recruitment advertising

Materials and consumables costs

Includes:

- laboratory chemicals and materials (for example, reagents, isotopes, peptides, enzymes, gases, bacterial / fungal culture, gloves, plasticware and glassware)
- associated charges for shipping, delivery and freight
- archival photocopying
- printing associated with fieldwork.

Equipment costs

You can claim for:

- purchase, delivery, installation, maintenance and training
- VAT and import duties on equipment only where UK exemptions on equipment used for research do not apply.

Equipment maintenance costs

Includes:

- equipment purchased on our grants for up to the period covered by the grant
- existing equipment over five years old that is essential to the research project and cost effective to maintain.

Equipment access charges

Includes:

- service contracts
- materials and consumables
- staff time associated with running a piece of equipment, once the original funding awarded for maintenance has come to an end.

You can't claim for depreciation costs.

Facility access charges

Covers use of research facilities at the host organisation if they're essential to the project. Cost calculations may include:

- materials and consumables
- maintenance and service contracts
- staff item costs for dedicated technical staff.

Costs should not include:

- estates and utilities
- depreciation and insurance
- contributions towards other staff time.

Computing costs

Includes:

- computing hardware, for example, laptops up to a maximum of £1,500 for each item, unless more expensive items are specifically justified
- software, software licences and other recurring computing costs linked to the project.

Publication costs (academic papers)

You can claim for page charges and the cost of colour prints if they were included in your award letter.

Publication costs (specialist publications)

Research-relevant publications that aren't available in institutional libraries.

Data management and sharing plan costs

Covers costs associated with delivering data management and sharing plans.

Patent and registered design filing costs

Covers the costs of drafting, filing and prosecuting applications for registered IP rights to the point of grant, to protect Carbon Community funded IP.

You can't claim costs for renewing, exploiting, or asserting IP against third parties.

Catering costs

Includes:

- project-specific working lunches and meals
- project-focused team retreats.

Travel costs

Covers costs for lead applicants, staff employed on the grant or others contributing to the research to:

- attend research meetings and conferences
- visit collaborators and facilities
- collect samples and undertake fieldwork

Fieldwork costs

Covers surveys, data collection and statistical analysis.

2. Costs you may be able to claim

You can only claim these costs if:

- they're essential for the type of research you're undertaking
- they were included in your award letter.

Phone, iPad and tablet costs

Includes:

- iPads and tablets
- mobile and landline phones and contracts
- phone cards and other ad hoc charges.

Stationery and other miscellaneous office expenses

Includes:

- diaries, notepads and files
- pens and Post-it notes
- staples, rubber bands, hole punches
- glue sticks and laser pointers.

Printing and photocopying costs

Includes:

- printers, printer toner and cartridges
- photocopying charges.

VAT and import duties

You can only claim these if VAT exemptions for UK research don't apply.

Other costs

Include:

- postage and courier costs
- capital and refurbishment costs.

3. Costs you cannot claim

We won't pay for:

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 or by other research grants from other organizations.

Overhead costs

Includes:

- estates, for example building and premises
- research, technical and administrative staff whose time is shared across several projects
- administration, such as personnel, finance, library, and room hire.

Cleaning and other ad hoc estate costs

Includes:

- cleaning, waste and other disposal costs, waste containers and bin bags
- key cutting
- wall brackets, installation of electrical points.

Shared catering costs

Includes:

- coffee machines, kettles and vending machines
- coffee tins, teabags, milk and water
- kitchen rolls and washing up liquid.

Non-research related activity costs

Includes:

- catering, room and venue hire for 'Happy Hours'
- Christmas parties, staff leaving parties and miscellaneous social events
- team-building or other non-research related activities.

Equipment-related costs

Equipment insurance and disposal costs.

Open access costs

You can't claim for this on individual research grants. If you cannot fund this through any other method, we may supplement your grant when your paper has been accepted for publication at our sole discretion.

Publication costs

Publications and journals available in institutional libraries.

Indemnity insurance

Insurance cover against claims made by subjects or patients associated with a research programme.

Other costs

Include:

- furniture such as chairs, desks, filing cabinets, foot rests, coat hooks and miscellaneous laboratory furniture
- utilities such as electricity, gas and water costs
- standard IT charge - per unit IT costs
- studentship-related costs, for example thesis binding and viva-related costs
- central HR staff costs, for example redundancy
- health and safety, for example, personnel protection costs, first aid kits and signage
- clothing such as laboratory coats, shoes and protective clothing.