



## NSF/SBE –RCUK (AHRC) Lead Agency Agreement

### Summary of Resources Required for Project

#### Financial resources – Directly Incurred

Fund heading	Full economic Cost	AHRC contribution	% AHRC contribution
Staff			80
Travel & Subsistence			80
Other Costs			80
Sub-total			

#### Financial resources – Directly Allocated

Fund heading	Full economic Cost	AHRC contribution	% AHRC contribution
Investigators			80
Estate Costs			80
Other Directly Allocated			80
Sub-total			

#### Financial Resources – Indirect Costs

Fund heading	Full economic Cost	AHRC contribution	% AHRC contribution
Indirect Costs			80

**Financial Resources – Exceptions**

<b>Fund heading</b>	<b>Full economic Cost</b>	<b>AHRC contribution</b>	<b>% AHRC contribution</b>
Staff			100
Other Costs			100
Sub-total			

**Financial Resources - Totals**

	<b>Full economic costs</b>	<b>AHRC contribution</b>
Total		

**Summary of staff effort requested**

<b>Staff</b>	<b>Months</b>
Investigator	
Researcher	
Technician	
Other	
Visiting Researcher	
Student	
Total	

### Other Support

Details of support sought or received from any other source for this or other research in the same field.

Awarding Organisation	Awarding Organisation's Reference	Title of project	Decision Made (Y/N)	Award Made (Y/N)	Start Date	End Date	Amount Sought/ Awarded (£)

### Related Proposals

Is the proposal is related to a previous proposal to AHRC?

Reference Number	How related?

## Staff

### Directly Incurred Posts

Role	Name / Post Identifier	Start Date	EFFORT ON PROJECT		Scale	Increment Date	Basic Starting Salary	London Allowance (£)	Super-annuation and NI (£)	Total cost on grant (£)
			Period on Project (months)	% of Full Time						
<b>Total</b>										

### Applicants

Role	Name	Post will outlast project (Y/N)	Contracted working week as a % of full time work	Total number of hours to be charged to the grant over the duration of the grant	Average number of hours per week charged to the grant	Rate of Salary pool/banding	Cost estimate
<b>Total</b>							

### Exceptions

Role	Name / Post Identifier / Institution	Start Date	London Allowance (£)	Fees	Stipend



## **Guidance on Completing a Stand Grant Proposal**

All costs that contribute to the full economic costs (fEC) of the proposal should be included.

All costs should fall under one of the following cost headings:

### **Directly Incurred**

These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include:

- **Staff:** payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.
- **Travel and Subsistence:** funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work.
- **Other Costs:** Costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on the project. Items of equipment costing less than £10,000 should also be included under this heading. NOTE: The AHRC cannot support the funding of individual items of equipment costing more than £10,000 as the AHRC does not have a budget to fund Capital Expenditure. Therefore, if your project requires the use of equipment at this value, this will need to be provided from other sources and you should not complete this section.

NOTE: For grants awarded with an announced start date after 1 April 2013 the Research Councils will not include provision for publication costs.

### **Directly Allocated**

These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

- **Investigators:** Proposals will need to show the costs of Principal Investigator and any Co-Investigators (but not Researcher Co-Investigators, who should be included as a Directly Incurred cost) if their time charged to the project is based on estimates rather than actual costs.

- Estates: These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.
- Other Directly Allocated: These costs may include, for example, the costs of shared Pool staff or access to institutional research facilities such as equipment, IT systems.

### **Indirect Costs**

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.

### **Exceptions**

These are Directly Incurred costs that Research Councils will fund in full (that is at 100 per cent), subject to actual expenditure incurred, or items that are outside fEC. Use this heading to add Project Students and costs incurred by the international co-investigator, including salary, where applicable.

AHRC project studentships fall under the Exceptions fund heading and should be costed using the most recent [AHRC studentship rates on our website](#).

Please note that grants applications received after 1 November 2013 are not permitted to include costs for project students

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The Research Councils may include an allowance for inflation if a grant is awarded.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project.

All costs associated with the research project must be justified.

The justification of resources should –

- outline UK elements of the project and provide justification of resources that are requested.
- be no more than two sides of A4 in a font no smaller than size 11
- Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions.
- In some cases, such as investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification.
- Try to be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the research, the need to manage the project and supervise staff and any wider considerations such as collaboration or facilities usage.
- Estates and indirect costs do not need to be justified.
- Justify Support for items expected to be found in a department. Any proposals requesting items that would ordinarily be found in a department, for example non-specialist computers, should include justification both for why they are required for the project and why they cannot be provided from the Research Organisation's own resources (including funding from indirect costs from grants).