

Research Costing Requirements

This document outlines the various cost categories associated with conducting research, detailing both allowable expenses and specify the restrictions tied to the research fund. The aim of this document is to have clear budgeting across each of these areas.

Personnel Costs

Costs associated with personnel as required for the project. This includes the cost of hiring a research assistant dedicated to the research project or buying back a portion of time for permanent or temporary staff (e.g., Postdoctoral researchers).

When compiling the budget for personnel costs, please provide details regarding the salary level (e.g., Grade 6 on the UK national salary spine) and the contractual arrangement, such as: *100% FTE Grade 6 Research Assistant for three months* or *10% FTE buyback time for a Grade 9 Associate Professor*.

For buyback time, it is advisable to obtain a support letter from the Head of your Department/School at the application stage.

Equipment and Materials

- **Restrictions:** As a general rule, the grant may not be used for the purchase of specialised research equipment or for equipment maintenance.

Travel and Accommodation

- **Fieldwork Expenses:** Travel costs for conducting research in various locations are permitted, although travel and subsistence expenses must not constitute more than half of the total requested funding.
- **Conferences, Seminars and workshop:** Costs for presenting research findings, including registration fees, and accommodation, are permitted. Travel substances are not an eligible expense to be covered by the grant.

Permitted Costs

- **Survey Costs:** Fees for creating, distributing, and collecting surveys, including costs for online platforms or printing.
- **Participant Incentives:** Stipends provided to study or survey participants.
- **Data Analysis Software:** Licensing fees for software such as SPSS, MATLAB, NVivo, or other analytical tools essential for research analysis.
- **Qualitative Data Transcription:** Costs for transcription services for interviews or focus groups.
- **Data Storage and Backup:** Fees for data storage solutions, especially when secure or large-capacity storage is required.

Indirect Costs and Overheads

- **Restrictions:** As a general rule, overheads charged by the investigators' affiliations are not covered for principal or co-investigators. This excludes, for example, the fixed overhead rate associated with the estate, or office, that might be charged by the university, department, research centre or similar institutions.

Publication and Dissemination

- **Publishing Fees:** Costs for open-access journal publications or article processing charges.

- **Printing and Distribution:** Costs for printing and distributing research reports or findings to stakeholders are already considered within the grant.
- **Public Engagement:** Costs associated with events, workshops, or other activities aimed at disseminating research findings to the public.
- **Media and Communication:** Fees for engaging with media channels, professional press releases, or multimedia content creation for wider research dissemination.

If you have any specific queries, please email research@apm.org.uk